SAN JUAN BAUTISTA
SCHOOL OF MEDICINE
1978

Student Handbook

Deanship of Students Affairs

Academic Year 2025-2027

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WELCOME TO SJBSM

San Juan Bautista School of Medicine congratulates you on your acceptance and extends you a warm welcome to our family. We wish you success throughout the years you will be with us, as you move forward to achieving your goals at our Institution.

In the following pages you will find useful information regarding our school, the diverse services available for the student community, and the institutional norms and policies that guide us. You will also find helpful hints and advice that seek to facilitate your experience at SJBSM. As a student at our institution, you are expected to comply with each of these regulations, standards and policies.

The goal of SJBSM is to educate and train skilled health care professionals who provide quality health care while keeping patient safety at the forefront. We offer a robust curriculum that prepares SJBSM graduates to successfully enter the health care profession. We will provide you with opportunities to develop the necessary skills through clinical case scenarios, role-playing, collaborating with standardized patients and being exposed to a diverse patient population during your clinical rotations in various settings. You will continue to build on your cognitive, professional, and technical skills throughout your time with us and well after you graduate.

The journey will challenge you physically and emotionally and will push you to your limits. You will discover your strengths and weaknesses. The faculty and staff understand these challenges and are here to guide and support you in any way they can. You enter SJBSM with a solid science foundation, health care experiences, and many other abilities. You also bring with you the life experiences that will help you cope with the extremely rigorous and demanding work that lies ahead of you in the next years. This may be more than adequate, but there will be times you are truly tested. Therefore, I want to stress on one important thing… when needed, reach out for help and support as soon as possible. Often, a quick chat with one of us can be all it takes. At other times, it may take more involvement. No matter the circumstance, the faculty and staff are here to support you on this journey. If we are unable to help, we will direct you to someone who can. Your success is our success, and we are in it with you for the long haul.

This Student Handbook is one of the many resources available to guide you through your education. Please take the time to read its contents thoroughly so you are aware of the program and professional expectations and responsibilities as well as all that is available to you at SJBSM. Should you have additional questions, inquiries, and/or suggestions regarding the Student Handbook and/or other topics, feel free to contact us.

We are here to serve you!

Inclusivity and Diversity

Non-Discrimination Statement

San Juan Bautista School of Medicine does not discriminate in admission or access to, or treatment or employment in any program or activity on the basis of age, creed, gender identity, national or ethnic origin, race, sex, sexual orientation, religion, disability or color.

For inquiries concerning accommodations, the application of regulations prohibiting discrimination and harassment, file a complaint, or other related procedures contact:

Accessibility Services and Accommodation:
Yaidy L. Cruz Cordero, M.Ed.
Student Programs Director
Tel. 1-787-743-3038 ext. 233; 212
Email: ylcruzcordero@sanjuanbautista.edu

Title IX Coordinator and School Policies:
Yolanda Miranda, Psy.D.
Dean Student Affairs
Tel. 1-787-743-3038 ext. 256; 255
Email: ymiranda@sanjuanbautista.edu

For further information regarding the nondiscrimination policy or the student's rights under this policy, please contact the U.S. Department of Education's Office of Civil Rights (OCR) by visiting https://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm or by phone at 1-800-421-3481.

Diversity and Inclusion Statement

SJBSM embraces diversity in its broadest forms, encompassing and exploring the dimensions of not only racial and ethnic diversity, but also sex, gender, gender identity, sexual orientation, religion, disability, and socioeconomic background. A fundamental goal of SJBSM is fostering a climate where all members of the faculty, student body, and staff experience a true sense of belonging, respect, and a feeling that they matter. It is only with a commitment to diversity that the mission and vision of SJBSM can be achieved.

Diversity Statement

SJBSM shall provide equal access to and opportunity in its programs, facilities, and employment and seek to attain a diverse learning environment through the recruitment, enrollment, hiring, and retention/graduation of students, faculty, and staff that reflect our current world.

ACCREDITATIONS

"Oficina de Registro y Licenciamiento de Instituciones de Educación" (ORLIE)

The ORLIE is attached to the Department of Education of the Commonwealth of Puerto Rico. It was created with the essential purpose of licensing private basic education institutions and private and public post-secondary institutions. It seeks to elevate the quality of education in Puerto Rico to the highest international standards, and provide an education of excellence, with innovation and technology among the inhabitants of Puerto Rico.

In 2016, ORLIE (known then as *Consejo de Educación de Puerto Rico* - CEPR) approved the renewal of San Juan Bautista School of Medicines' license allowing the institution to continue operating as a higher education institution in Puerto Rico and with the inclusion of two new academic programs: a master's degree in public health and a bachelors' degree Nursing. The license was valid for a term of five (5) years. In January of 2022 the Doctor of Nursing Practice (DNP) in Adult Gerontology Primary Care Nurse Practitioner (AGPCNP) was approved. The next license renewal will be in the academic year 2026-27.

For inquiries and/or complaints, please contact the *Consejo de Educación de Puerto Rico (CEPR)* by visiting
http://www.agencias.pr.gov/agencias/cepr/inicio/acercadalcepr/Pages/default.aspx

Middle States Commission on Higher Education (MSCHE)

MSCHE is a voluntary, non-governmental, regional membership association recognized by both the U.S. Secretary of Education and the Council on Higher Education Accreditation (CHEA). Its main purpose is to define, maintain, and promote educational excellence across institutions of higher education in the United States

MSCHE approved SJBSM accreditation in 2007. In 2015 the accreditation was renewed with the inclusion of two new academic programs: a master's degree in public health and a bachelors' degree Nursing. In 2024 the inclusion of the Doctor of Nursing Practice (DNP) in Adult Gerontology Primary Care Nurse Practitioner (AGPCNP) was approved. The next MSCHE visit will be in the academic year 2027-28.

For inquiries and/or complaints, please contact Middle States Commission on Higher Education (MSCHE)
by visiting **https://www.msche.org/about-us/**

Liaison Committee on Medical Education (LCME)

LCME accreditation is a voluntary, peer-reviewed process of quality assurance that determines whether the medical education program meets established standards. This process also fosters institutional and programmatic improvement. To achieve and maintain accreditation, a medical education program leading to the MD degree in the United States and Canada must meet the LCME accreditation standards contained in the LCME document ***Functions and Structure of a Medical School***.

LCME approved SJBSM accreditation in 2007. The last site visit was in 2025 and LCME granted SJBSM full accreditation in probation. The next accreditation visit is scheduled for the academic year 2026-2027.

For inquiries and/or complaints, please contact the Liaison Committee on Medical Education (LCME) by visiting **https://lcme.org/**

Commission on Collegiate Nursing Education (CCNE)

CCNE is an autonomous accrediting agency, that provides a voluntary, self-regulatory process for baccalaureate, graduate, and residency programs in nursing. It serves by assessing and identifying programs that engage in effective educational practices; encouraging continuing self-assessment; supporting continuing growth and improvement of collegiate professional education and nurse residency programs.

The baccalaureate degree program at San Juan Bautista School of Medicine is accredited by the Commission on Collegiate Nursing Education (http://www.ccneaccreditation.org) CCNE approved the BSN program at SJBSM accreditation in 2020. The last site visit was in 2025 and CCNE granted SJBSM full accreditation for ten years. The next accreditation visit will be in Fall of 2035.

The doctor degree in practitioner nurse at San Juan Bautista School of Medicine is an applicant for accreditation by CCNE with a site visit that took place in March of 2026.

For inquiries and/or complaints, please contact the Commission on Collegiate Nursing Education (CCNE) by visiting **https://www.aacnnursing.org/CCNE**

Council on Education for Public Health (CEPH)

CEPH is an independent accrediting agency for schools of public health and public health programs outside schools of public health. CEPH approved accreditation for the MPH program at SJBSM in 2025 for five years. The next site visit is scheduled for 2030.

For more information, please visit https://ceph.org

GENERAL INFORMATION

About Us



Our Institution

The San Juan Bautista School of Medicine (SJBSM) was founded in 1978 with the mission to advance the health of the community by focusing on community medicine and the need for having more physicians serving vulnerable and medically underserved populations. The school was first located in San Juan, the capital of Puerto Rico, which was originally named San Juan Bautista by the Spaniards. On June 22, 1979, it was authorized by the Puerto Rico Council on Education to offer studies leading to the M.D. degree; in 2010 the institution's educational license was amended to include the Master's in Public Health (MPH) program and a Bachelor's in Science of Nursing (BSN) program; and in 2022 the Doctor of Nursing Practice (DNP) in Adult Gerontology Primary Care Nurse Practitioner (AGPCNP) was approved.

The school is a private, non-profit institution, incorporated as such with the Commonwealth of Puerto Rico. A Board of Trustees governs the SJBSM and ensures that the institution fully complies with its mission and vision. The Board is composed of six elected members, who delegate to the President all actions pertaining to the appointment of deans, faculty, and administrative personnel.

For further information, refer to the School Catalog on our webpage: www.sanjuanbautista.edu/user/pages/docs/aboutus/School_Catalog_SJBSM.pdf

SJBSM FACILITIES

The academic facilities of San Juan Bautista School of Medicine are located on the campus of the Mennonite Caguas Hospital, between State Highways 52 and road 172, in an urban development known as Turabo Gardens. The campus, a 52-acre area, encompasses the Hospital and School buildings, parking spaces and green areas. The school's office hours are Monday through Friday from 8:00 am to 5:00 pm. The facilities include office space for academic administration and biomedical sciences faculty, the Library/Learning Resource Center, auditoriums, as well as classrooms and laboratories for teaching and research.

Directions: Expreso Luis A. Ferre (Highway 52), Exit 21 State Road 172. The Mennonite Hospital is to the right, stay on the right lane and take the marginal road to enter the hospital campus.

Map: **https://goo.gl/maps/GxsKazwSm9jB94FK9**
Google Maps Coordinates: 18.219732, -66.050837
Main Phone Number: 787-743-3038

Student Lounge and Similar Facilities

Vending machines, refrigerators and microwaves may be available in the student lounge and several other areas of the facilities. Although there are no cafeteria services within the SJBSM facilities, these services are available on the second floor of the Mennonite Hospital's main building.

Student Center

The Student Center is a designated area for student activities, recreation and/or the holding of social activities. Students are responsible for keeping the area clean. To use the facilities of the Student Center for social activities, permission is to be requested from the Student Council.

Recreational areas

SJBSM provides recreational areas to help students release stress. Our facilities include a basket/volleyball court in the exterior patio; and a game room located at the Student Center.

Parking

Students have access to a designated parking area for students and school personnel with a parking card issued by the school. All motor vehicles parked in designated areas must be duly authorized. Before leaving your car, make sure you have the keys, and that all windows and doors are properly closed. SJBSM is not responsible for any objects left in the car, and/or any damage inflicted to the vehicle while in the parking lot.

Deanship of Student Affairs

Students are the main beneficiaries of the educational mission of San Juan Bautista School of Medicine (SJBSM). The school has a commitment to ensure the well-being and overall development of students, providing them with the services needed to complete their studies in a satisfactory manner. These services include financial aid, personal counseling, academic advising, enrollment and certifications, and accessibility services, among others.

The Deanship of Student Affairs is responsible for providing students with all the necessary support in order that they may complete their goals and achieve the institutional mission. Our main purpose is to promote the development and well-being of all students through multiple strategies. We serve as advisors in a broad range of issues such as academic counseling, career planning, personal growth, adjustment, and financial difficulties among other issues. The Deanship also assists students with complaints concerning mistreatment, harassment and/or discrimination.

The Deanship of Student Affairs is here to serve you through your years of preparation. We provide guidance, assistance and advice regarding diverse services available to you through our office. We have an open-door policy where students are encouraged to come to see us at the first sign of any situation that may arise during your studies.

Our commitment is to help you become the best healthcare professional you can be!

Deanship Student Affairs Directory

The following offices are assigned to the Deanship of Student Affairs. For your convenience, we have included the contact information for each office.

General Telephone number: 787 743-3038
Working hours: Monday-Friday 8:00 am - 12:00 pm 1:00 pm - 5:00 pm

Deanship of Student Affairs

Dean Student Affairs
Yolanda Miranda-Portugues, PsyD Ext. 256 ymiranda@sanjuanbautista.edu

Administrative Assistant
Maggie Gonzalez-Pabellón Ext. 255 mgonzalez@sanjuanbautista.edu

Recruitment and Admissions

Admissions Director
Jaymi Sanchez-Cruz Ext. 236 jsanchez@sanjuanbautista.edu

Admissions Officer
Ingrid A. Sanchez Ext. 214 ingrid.sanchez@sanjuanbautista.edu

Financial Aid (FA)

Financial Aid Director
Beatriz De León-Rivera, MBA Ext.268 bdeleon@sanjuanbautista.edu

Financial Aid Officer
Frances Casillas-Santiago Ext. 206 francescs@sanjuanbautista.edu

Registrar's Office

Registrar
Nildalee Meléndez-Rosa Ext. 243 nildaleemr@sanjuanbautista.edu

Auxiliary Registrar
Erica Jimenez-Negrón Ext. 225 ejimenez@sanjuanbautista.edu

Secretary
Marta Fuentes Ext. 301 martarf@sanjuanbautista.edu

Student Programs Coordination Office

Student Program Director (CiM and Accessibility Services)
Yaidy L. Cruz-Cordero, M.Ed. Ext. 233 ylcruzcordero@sanjuanbautista.edu

Secretary
María M. Rodriguez Ext. 212 mrodriguez@sanjuanbautista.edu

Counseling Office

Personal Counselor
Ilsa Centeno-Añeses, MRC Ext. 275 icenteno@sanjuanbautista.edu

Academic Advising

Academic Advisor
Kathia M. Marie Ext. 247 kathia.marie@sanjuanbautista.edu

RECRUITMENT

Through diverse means such as site visits, on campus events, open houses, and one on one counseling, the recruiter engages in promoting and making known all programs offered by SJBSM in strategic sites that help the institution achieve its diversity goals. When potential candidates are identified, the recruiter assists them through the process of transitioning from being a prospective candidate to applying and enrolling as a student.

ADMISSIONS

Admission is the initial process for applicants who want to pursue a career as a health professional. The admissions office oversees assisting candidates through the process of applying to any of the programs we currently offer. Among the services that the admissions office provides for applicants are the following:

- Receive and process incoming applications for all degree programs based on standard admission policies.
- Handle telephone and email inquiries from prospective students and provide clarifications to students' queries in a professional manner.
- Coordinate interviews with applicants.
- Follow-up with applicants' documents.
- Present candidates to the Admissions Committee for evaluation.
- Notify applicants regarding the decision of the Admissions Committee.
- Enter decisions using the Student Record system and other databases.
- Aids with admission publications, and information sessions.
- Maintain a database of applicant information to generate the Admission's Report.

In accordance with official policies, SJBSM does not discriminate on the basis of race, color, religion, creed, national origin, ancestry, sex, age, disability, sexual orientation, and veteran, marital or parental status. We believe in the integrity of all human beings and their freedom to decide the field of action in which they want to perform. All applicants are equally evaluated by the corresponding Admissions Committee taking into consideration the requirements established for each program. For information regarding the admission requirements and datelines of each program please refer to our website at https//www.sanjuanbautsiata.edu

Bachelor of Science in Nursing (BSN)
Program Admission Requirements

The Bachelor of Science in Nursing (BSN) program at San Juan Bautista School of Medicine (SJBSM) is a four-year bilingual program that provides students with the opportunity to develop areas such as interpersonal collaboration, decision making, critical thinking, research, and leadership.

The education of a nurse requires assimilation of knowledge, acquisition of skills and development of judgment through patient care experiences in preparation decisions required in practice. The practice of nursing emphasizes collaboration among physicians, nurses, allied health care professionals, patients, and families.

The curriculum leading to the BSN from SJBSM requires students to engage in diverse, complex, and specific experiences essential to the acquisition and practice of nursing skills and functions. Unique combinations of cognitive, affective, psychomotor, physical, and social abilities are required to satisfactorily perform these functions. In addition to being essential to the successful completion of the requirements of the BSN, these functions are necessary to ensure the health and safety of patients, fellow candidates, faculty, and other healthcare providers.

Technical Standards for Admission, Promotion and Graduation
BSN Program

Motor skills
Engage in diverse, complex, and specific experiences mandated to the acquisition and practice of essential nursing skills and functions. Unique combinations of cognitive, affective, psychomotor, physical, and social abilities are required to satisfactorily perform these functions. In addition to being essential to the successful completion of the requirements of the BSN, these functions are necessary to ensure the health and safety of patients, fellow candidates, faculty, and other healthcare providers.

Sensory/Observation
Acquire the information presented through demonstrations and experiences in the basic and nursing sciences. Observe a patient accurately, at a distance and close at hand, and be able to observe and appreciate non-verbal communications when performing a nursing assessment and intervention or administering medications. Perceive the signs of disease and infection as manifested through physical examination, including images of the body surfaces, palpable changes in various organs and tissues, and auditory information.

Communication
Communicate effectively and sensitively with other students, faculty, staff, patients, family, and other professionals. Express own ideas and feelings clearly and demonstrate a

willingness and ability to give and receive feedback. Convey or exchange information at a level allowing development of a health history; identify problems presented; explain alternative solutions; and provide directions during treatment and post-treatment. Be able to communicate effectively in oral and written forms. Be able to process and communicate information on the patient's status with accuracy in a timely manner to members of the health care team. The appropriate communication skills may also rely on the student's ability to make a correct judgment in seeking supervision and consultation in a timely manner.

Cognitive
Measure, calculate, reason, analyze, integrate, and synthesize in the context of undergraduate nursing study. Quickly read and comprehend extensive written material**.** Evaluate and apply information and engage in critical thinking in the classroom and clinical setting

Behavioral/emotional
Possesses the emotional health required for the full utilization of her or his intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities, attention to the diagnosis, and care of patients and families. Maintain mature, sensitive and effective relationships with patients, students, faculty, staff, and other professionals under all circumstances including highly stressful situations. Have the emotional stability to function effectively under stress and to adapt to an environment that may change rapidly without warning and/or in unpredictable ways. Experience empathy for the situations and circumstances of others and effectively communicate that empathy. Know that her or his values, attitudes, beliefs, emotions, and experiences affect her or his perceptions and relationships with others. Examine and change her or his behavior when it interferes with productive individual or team relationships.

Professional Conduct
Possess the ability to reason morally and practice nursing in an ethical manner. Learn and abide by professional standards of practice. Possess attributes that include compassion, empathy, altruism, integrity, honesty, responsibility, and tolerance.

Master of Public Health (MPH) Program Admission Requirements

Public Health is defined as "the art and science of preventing disease, prolonging life and promoting health through the organized efforts of society" (Acheson, 1988; WHO).

The Master of Public Health (MPH) program at San Juan Bautista School of Medicine (SJBSM) is a two-year program offered in six (6) quarters and a summer session that emphasizes the development of community and research activities among students, and highlights epidemiology and biostatistics through the curriculum.

The MPH degree will allow students to work in public and private agencies at the state and federal level such as hospitals, nonprofit organizations, universities, industries (manufacturing / pharmaceutical), centers for health research, government agencies including the Department of Health, and the Centers for Disease Control and Prevention (CDC) among others.

Technical Standards for Admission, Promotion and Graduation MPH Program

All applicants for admission to the Master in Public Health (MPH) program of the San Juan Bautista School of Medicine (SJBSM) as well as enrolled students who are candidates for promotion and graduation must comply with the established technical standards to effectively carry out the academic and professional responsibilities in the field of public health. We are committed to providing educational opportunities to all qualified applicants and students with disabilities. It is the policy of the SJBSM that no person shall be excluded from participation solely because of his or her disability, should they meet the technical standards. The technical standards for admission, promotion, and graduation for the MPH program of the SJBSM are the following:

Observation Skills
Individuals must be able to acquire a defined level of information in the basic sciences and public health. Individuals are required to observe and acquire this information through the classroom, practice settings, and/or the web-based environment. Such observations and educational experiences may require travel to facilities located at non-Institution owned properties.

Communication Skills
Individuals must be able to communicate in Spanish and English with clarity, sensitivity, and accuracy with whom they work, faculty, staff, and peers from a variety of educational and cultural backgrounds and at appropriate levels of understanding for the target audience. Individuals must exhibit effective interpersonal skills to engage in public health work. They must be able to record and interpret communication within their public health work clearly and accurately. Computer literacy is also a component of effective communication, including using word processing and similar programs, communicating via e-mail, using the institution's learning management system, and other educational and academic-related

electronic technology/programs utilized by the Institution in the conduct of its educational programs.

Intellectual/Conceptual Abilities
Individuals are required to accurately measure, calculate, reason, analyze, process, integrate, synthesize, apply, and retain facts, concepts and data related to the art and science of public health with or without reasonable accommodations. This includes, but is not limited to, the ability to effectively participate in individual, small-group, and lecture learning modalities in the classroom, online, and community settings; learn, participate, collaborate, and contribute as a part of a team; synthesize information both in person and via remote technology; and assess complex public health problems and use critical thinking to reach appropriate conclusions.

Motor Skills
Individuals must possess the ability to perform the necessary movements reasonably required to complete their public health education and engage in public health practice.

Behavioral and Social Skills
Individuals must demonstrate emotional stability with appropriate interpersonal relationships and communication skills. Individuals must be able to exercise good judgment and sustain an attention level necessary to complete all responsibilities promptly and develop mature, sensitive, professional, and effective relationships with faculty, colleagues, and the public. Individuals must be able to adapt to changing environments, display flexibility, and learn to function in the face of uncertainties inherent in our communities. Individuals are expected to exhibit professionalism, personal accountability, motivation, and interpersonal skills, including the ability to accept and apply feedback and to respect boundaries and work with all individuals in a respectful, ethical, and effective manner regardless of gender identity, age, race, sexual orientation, religion, disability, or any other protected status. Individuals must have appropriate hygiene and a professional appearance. Individuals must possess the emotional health required to fully utilize their intellectual abilities, exercise good judgment, and work effectively on teams.

Doctor of Nursing Practice (DNP) in Adult Gerontology Primary Care Nurse Practitioner Program (AGPCNP)
Admission Requirements

The role of DNP with Adult-Gerontological Nurse Practitioner (AGPCNP) demands intelligence, sound judgement, appropriate interpersonal skills, and the capacity to react to emergencies in a calm and reasoned manner. DNP and DNP-AGPCNP students must be able to collect and analyze data, integrate results of diagnostic studies with current treatment standards, and solve problems all while providing patient care. Required mental and physical abilities fall into five major categories: sensory, communication, motor, intellectual and behavioral/social.

Technical Standards for Admission, Promotion and Graduation DNP-AGPCNP Program

Sensory

DNP-AGPCNP students must have sufficient visual and auditory ability to observe in lecture-learner, laboratory, and patient care settings. Sensory skills required in the performance of complete physical examinations utilizing inspection, percussion, palpation, and auscultation include adequate vision, hearing, smell and tactile sensation. All senses must be enough to observe a patient's condition and elicit information through the history and physical examination.

Motor

Enough physical stamina is required to complete the rigorous didactic and clinical portions of the program. The didactic phase of the program requires extended sitting, in contrast to the clinical phase which requires extended standing and moving about various clinical facilities. DNP- AGPCNP students must be able, with or without accommodations, to elicit information from patients and perform physical examination. In addition, they must be able to perform therapeutic and diagnostic procedures in addition to negotiating various health care environments such as outpatient facilities, laboratories and hospitals. Students must have sufficient motor function to execute movements that are essential to provide general and emergency care to patients. Some examples of emergency care required of DNP-AGPCNP is cardiopulmonary resuscitation. Additionally, the ability to use electronic medical record as well as take the national Adult gerontological Nure Practitioner certification examination which does not offer paper testing necessitates that students are able, with or without accommodation, to use computers and other electronic devices.

Communication

DNP-AGPCNP students must be able to read, understand, write, and speak English for effective and efficient classroom and laboratory communication. DNP- AGPCNP students must be able to record and communicate information in a timely, effective and sensitive manner to patients and other members of the health care team. Effective communication needs to be clear and unambiguous. Communication includes face to face contact, reading, legible writing and completion of electronic medical records in a timely manner. While

eliciting information from patients, students must be able to identify and describe changes in mood, activity and posture, and perceive nonverbal communication.

Intellectual

DNP- AGPCNP must be able to sustain attention, calculate, reason, analyze, assimilate and recall technically detailed and complex information. Correlating information and problem solving to arrive at a reasonable clinical conclusion in a timely manner is a basic tenet of clinical practice. Students must be able to learn through a variety of teaching modalities including classroom instruction, small group and collaborative activities, simulated and clinical environments. With rapidly expanding avenues of clinical information, the ability to extract valid, useful and relevant information from the medical literature Is also a required to formulate accurate diagnosis and treatment plans. In addition, students should be able to comprehend three-dimensional relationships and understand the spatial relationships of structures.

Behavioral and Special Attributes

DNP- AGPCNP must be able to relate and perform professionally all aspects of DNP-AGPCNP training and in the clinical environment with patients and other members of the health care team. Students must possess emotional health and maturity for full utilization of intellectual ability. They need to exercise good judgement, empathy, integrity and honesty in all academic settings and possess enough interpersonal skills to develop mature, effective, compassionate and respectful relationships with peers, patient families and caregivers and all members of the health care team. Students must be able to tolerate physical task workloads, changing environment and rotating schedules. They must display flexibility and learn to function in the face of uncertainties inherent in the practice of medicine as DNP- AGPCNP. Students should take responsibility for their own learning and recognize insufficiencies in knowledge or skills and seek assistance as they strive for excellence. Students are expected to accept suggestions and criticisms and respond by appropriate modification of behavior.

Doctor in Medicine (MD) Program Admission Requirements

The Doctor in Medicine (MD) program at San Juan Bautista School of Medicine (SJBSM) is a four-year bilingual program with a special focus in community health care and research on translational community medicine. A candidate for the MD degree must have abilities and skills in the five (5) categories listed in this document, with or without reasonable accommodations, as determined by the Student Programs Coordination (Accessibility Services) Office and consistent with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Fulfillment of the technical standards does not guarantee that a graduate of the program will be able to fulfill the technical standards for employment, graduate medical education, or certifying boards. Candidates with disabilities are encouraged to contact the Students Programs Director, Yaidy L. Cruz Cordero, M.Ed., at (787) 743-3038 Ext. 233, 212 or ylcruzcordero@sanjuanbautista.edu, early in the application process to discuss accommodation needs.

Technical Standards for Admission, Promotion and Graduation MD Program

The candidate must be able to observe demonstrations and experiments in the basic sciences, including but not limited to anatomic, physiologic, and pharmacologic demonstrations, microbiologic cultures, and microscopic studies of microorganisms and tissues in normal and pathologic states. A candidate must be able to observe a patient accurately at a distance and close at hand. Observation necessitates the functional use of the sense of vision, hearing, and somatic sensation. It is enhanced by the sense of smell.

Communication
A candidate must be able to speak, hear, and observe patients in order to elicit information, describe changes in mood, activity, and posture, and perceive nonverbal communications. A candidate must be able to communicate effectively and sensitively with patients. Communication includes not only speech but reading and writing. The candidate must be able to communicate effectively and efficiently in oral and written form with all members of the health care team. At SJBSM a candidate must be able to communicate and elicit information in both English and Spanish languages quickly, clearly, effectively, and efficiently. Communication in both languages includes oral and written forms, not only with patients, but also with all members of the academic and health care communities.

Motor
Candidates must have sufficient motor function to elicit information from patients by palpation, auscultation, percussion, and other diagnostic manoeuvres that comprise a complete physical examination (including pelvic examination). A candidate must be able to perform the basic and advanced clinical procedures that are requirements of the curriculum. A candidate must be able to execute the motor movements reasonably required to provide general care and emergency treatment to patients. Examples of emergency treatment reasonably required of physicians are cardiopulmonary resuscitation, the administration of intravenous medication, the application of pressure to stop bleeding, the opening of

obstructed airways, the suturing of simple wounds, and the performance of simple obstetrical manoeuvres. Such actions require coordination of both gross and fine muscular movements, equilibrium, and the functional use of the senses of touch, vision, and hearing.

Intellectual
Conceptual, Integrative and Quantitative Abilities: These abilities include measurement, calculation, reasoning, analysis, and synthesis. Problem-solving, the critical skill demanded of physicians, requires that a candidate be able to learn, retrieve, analyse, sequence, organize, synthesize, and integrate information efficiently, and reason effectively. In addition, the candidate should be able to measure and calculate accurately, and to understand the spatial relationships of structures.

Behavioural and Social Attributes
A candidate must possess the emotional health required for full utilization of his/her intellectual abilities, the exercise of good judgment, the prompt completion of all responsibility's attendant to the diagnosis and care of patients, and the development of mature, sensitive, and effective relationships with patients. Candidates must be able to work effectively, respectfully, and professionally as part of the healthcare team, and to interact with patients, their families, and the healthcare personnel in a courteous, professional, and respectful manner. Candidates must be able to tolerate physically taxing workloads and to function effectively under stress. They must be able to adapt to changing environments, display flexibility, and learn to function in the face of uncertainties inherent in the clinical problems of many patients. Compassion, integrity, concern for others, interpersonal skills, interest, and motivation are all personal qualities that are required.

Technological compensation or the use of not-service animals as defined by ADA (i.e., emotional / therapy support animals) can be made in certain of these areas, but a candidate should be able to perform in a reasonably independent manner. The use of a trained intermediary, a person trained to perform essential skills on behalf of the candidate, or a person used such that a candidate's judgment must be mediated by someone else's power of selection and observation, is not permitted.

In addition to the abilities and skills set forth above, candidates must possess the general physical health necessary for performing the duties of a medical student and physician in training without endangering the lives of patients and/or colleagues with whom the student might have contact. Candidates whose performance is impaired by abuse of alcohol or other substances are not suitable candidates for admission, continuation, promotion, or graduation.

FINANCIAL AID

The purpose of the Financial Aid Office (FAO) is to aid qualified students in obtaining the financial resources they need to pay the cost of attendance. Students may be eligible for financial aid options, according to their academic study program. All students receive financial aid counseling upon admission to any of SJBSM's academic programs. Students who participated in any of the loan programs are required to attend an exit counseling once they complete their academic program, or prior to withdrawal. During their academic program, workshops are offered to provide counseling in debt management and loan repayment.

As a qualified student you may be eligible for the following financial aid programs, according to your academic program:

Federal Pell Grant

A Federal Pell Grant, unlike a loan, does not have to be repaid. Pell Grants are awarded only to undergraduate students who display exceptional financial need, and have not earned a bachelor's, graduate, or professional degree. Eligible students receive a specified amount each year under this program. The amount to be awarded will depend not only on the student's financial need, but also on their cost of attendance, status as a full-time or part-time student, and if they plan to attend school for a full academic year or less.

The amount of funds a student may receive over his/her lifetime from the federal Pell Grant is limited by federal law to the equivalent of six years. Since the maximum amount of Pell Grant funding a student can receive each year is equal to 100%, the six-year equivalent is 600%.

Direct Loans

The U.S. Department of Education's federal student loan program is the William D. Ford Federal Direct Loan (Direct Loan) Program. Under this program, the U.S. Department of Education is your lender. The available options under this program are:

- Direct Subsidized Loans - made to eligible undergraduate students who demonstrate financial need to help cover the costs of higher education.

- Direct Unsubsidized Loans - made to eligible undergraduate, graduate, and professional students, but eligibility is not based on financial need. Graduate and professional students may be eligible to receive up to $20,500 per academic year, according to the cost of attendance. Qualified medical students enrolled in an accredited program, may be eligible to receive a maximum of $40,500 in Unsubsidized Loan per academic year.

All loan programs have fixed interest rates and origination fees. As part of the application process, you must submit a master promissory note online and complete an electronic entrance counseling at StudentLoans.gov.

Important consideration when taking out federal student loans

Before you take out a loan, it's important to understand that a loan is a legal obligation that makes you responsible for repaying the amount you borrow with interest. Even though you don't have to begin repaying your federal student loan right away, you shouldn't wait to understand your responsibilities as a borrower. Be a responsible borrower.

- Keep track of how much you're borrowing. Think about how the amount of your loans will affect your future finances, and how much you can afford to repay. Your student loan payments should be only a small percentage of your salary after you graduate, so it's important not to borrow more than you need for your school-related expenses.
- Research starting salaries in your field. Ask your school for starting salaries of recent graduates in your field of study to get an idea of how much you are likely to earn after you graduate.
- Understand the terms of your loan and keep copies of your loan documents. When you sign your promissory note, you are agreeing to repay the loan according to the terms of the note even if you don't complete your education, can't get a job after you complete the program, or you didn't like the education you received.
- Make payments on time. You are required to make payments on time even if you don't receive a bill, repayment notice, or a reminder. You must pay the full amount required by your repayment plan, as partial payments do not fulfill your obligation to repay your student loan on time.
- Keep in touch with your loan servicer. Notify your loan servicer when you graduate; withdraw from school; drop below half-time status; transfer to another school; or change your name, address, or Social Security number. You also should contact your servicer if you're having trouble making your scheduled loan payments. Your servicer has several options available to help you keep your loan in good standing.

Application Process for Financial Aid

Students interested in applying for federal financial aid must comply with the following requirements and process:

- Have financial need.
- Be an US Citizen or an Eligible Non-Citizen.
- Have a valid Social Security number.
- Enroll in an eligible program as a regular student working toward a degree.
- Meet satisfactory academic progress standards
- Register (or have registered) with the Selective Service if you are a male between the ages of 18 and 25

- Certify that they are not in default on a federal student loan and do not owe money on a federal student grant
- Student must not exceed the aggregate loan limit established by the Department of Education
- Comply with the Entrance Interview/Counseling.
- Provide all the documents and information required by the Financial Aid Office and Admissions Office no later than a week prior to enrollment.
- First time applicants at SJBSM must complete an Electronic Entrance Counseling, and a Master Promissory Note at www.StudentLoan.gov.
- Complete the Free Application for Federal Student Aid (FAFSA) in order to be evaluated for eligibility for federal funds at fafsa.gov.
    - Deadline for submission is April 15th
    - SJBSM School code is G31773.
    - Enter your name as it appears on your Social Security card.
    - Be sure to enter updated information (address, phone number, email, etc.).
    - You need an *FSA ID* to sign your FAFSA. To request an FSA ID, please access http://www.pin.ed.gov

Financial need

Once you submit your FAFSA, the U. S. Department of Education will send an *Institutional Student Information Record (ISIR)* to the Financial Aid Office, which will be used for completing your financial need analysis. For undergraduate students, the Expected Family Income (EFC) will be considered. The EFC is the amount that the student should contribute toward to his/her cost of attendance. The financial need analysis consists of the following calculation:

(Cost of attendance) minus (EFC) equals (Financial Need)

The Financial Aid Office will take into consideration any other expected financial aid (external funds such as Vocational Rehabilitation, military scholarships, and any other grant or scholarship) when calculating the financial need. The Financial Aid Office has the authority to request any document to determine the eligibility of the student to receive federal funds.

Note: A student cannot receive financial assistance in excess of the determined Financial Need.

Award Notification

The next step is the Financial Aid Award Notification. Once the financial need analysis is completed and eligibility is determined, the student will receive a notification letter, which will indicate the type/financial aid programs, amount, and the applications forms that must be completed.

Verification

Verification is the process used to confirm that the data reported on your FAFSA is accurate. Students may be selected for verification: randomly because the information

submitted by the student was incomplete, or that the data provided by the student is inconsistent. The Financial Aid Office will verify applications selected by the Department of Education (ED), except in cases of graduate students who are eligible for unsubsidized financial aid only.

FAFSA applications selected for verification by the ED will be verified in the following items (according to the verification code):

- Adjusted gross income
- Taxed paid
- Specific untaxed income items from tax return: untaxed IRA distribution, untaxed pensions, education credits, IRA deductions, tax exempt interest
- Number of family members in college
- Child support
- Other items required by the Department of Education

In such cases, students will be required to submit the following documents to the Financial Aid Office, within an established deadline for submission:

- Verification Worksheet (provided by the Financial Aid Office)
- Copy of corresponding tax return
- Copy of the corresponding W-2 form(s)
- Evidence of wages, salaries, tips, etc., reported on FAFSA
- Other required documents

If the student/parents are not required to file an Income Tax Return (IRS), they will be required to complete and sign a *Certification of Income*, provided by the Financial Aid Office, among other documentation.

Note: Financial aid will not be processed until the verification is completed

Electronic Entrance Counseling and Master Promissory Note

Students must complete an *Electronic Counseling* and the *Master Promissory Note* for DL Loans at StudentLoans.gov. Students are also required to complete an Electronic Exit Counseling before the student changes his/her status from the school (graduation, withdrawal, or dismissal). More information and instructions regarding this process will be provided to the student with the notification.

Disbursement of funds

Once a student has been accepted at SJBSM, the process for disbursement of funds is as follows:

- Student enrollment - Registrar's office
- Enrollment made official - Finance/Accounting office
- Determination of eligibility - Financial Aid office
- Confirmation of attendance – Year Coordinator
- Coordination for disbursement - Finance/Accounting office

*This process may vary per program and/or academic year

Students with loans from other schools

Students with loans from other school(s), must contact his/her servicer(s) in order to request a *deferment* for the loan(s). To keep track of all your federal loans, access the National Student Loan Data System (NSLDS) at nslds.ed.gov, the central database for federal student aid. You'll need to use your FSA ID to access your information.

Important links and numbers

- Fill out your FAFSA online: www.fafsa.gov
- FSA Information Center: 1-800-433-3243
- Get your FSA ID Credentials: fsaid.ed.gov
- Registration with the Selective Service: https://www.sss.gov
- View your loans: http://www.nslds.ed.gov/nslds
- Manage your federal student loans: StudentLoans.gov

Satisfactory Academic Progress

Federal regulations require that every student who receives federal financial aid maintain a satisfactory academic progress toward the achievement of a degree. Progress is measured by the student's cumulative grade point average, credits earned in relation to those attempted, and the length of the academic program. Please, refer to the Satisfactory Academic Progress Policy for additional information.

Title IV and Federal Programs Funds Reimbursement Policy

Federal student financial aid (Title IV and other federal funds) is awarded to students under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of federal funds that the student was originally scheduled to receive.

A student who withdraws after completing 60% of the payment period is entitled to retain all Title IV aid for that payment period. However, if the student withdraws prior to

completing 60% of the payment period, unearned Title IV funds as determined by the federal policy must be returned to the corresponding programs. This is a mandatory policy in accordance with the changes of the 1998 Reauthorization Law to the Higher Education Act, as amended, and is in force for all withdrawals and dismisses that come about in or after October 7, 2000.

Refund Policy

SJBSM has established procedures to ensure an effective process is available for reimbursements to students who are eligible. Students that cancel and/or withdraw prior to the beginning of the semester will receive complete refund for all fees. The official date of withdrawal reported by the registrar's office will be used to calculate the percentage of reimbursement. The percentage of reimbursement for each program will be reviewed and published annually with the academic calendar, and students will receive a copy upon enrollment. Copies will also be published on CANVAS and the school's Web site.

After the semester begins, there will be a reimbursement for tuition fees only using the following criteria:

- 100% if the withdrawal occurs on or before the First day of class
- 90% if the withdrawal occurs after the first day of class, up to the 10% of the academic period
- 50% if the withdrawal occurs after the first day of class, from 10% up to 25% of the academic period
- 25% if the withdrawal occurs after the first day of class, from 25% up to 50% of the academic period
- At the end of 50% of the Academic Period, 100% of the tuition costs will be charged. The academic periods will be evaluated in weeks of five (5) days, from Monday to Friday.

Veterans educational and training benefits

The Department of Veterans Affairs provides education and training opportunities for eligible dependents of veterans who are permanently and totally disabled due to a service-related condition, who died while on active duty or as a result of a service-related condition.

In accordance with Title 38 US Code 3679(e) Section 103 PL 115-407, effective August 1 of 2019 SJBSM has adopted the following additional provisions for any student using U.S. Department of Veterans Affairs (VA) Post-9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from VA. SJBSM will not:

- Prevent the student's enrollment
- Assess a late penalty fee to the student
- Require the student to secure alternative or additional funding

- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class
- Provide a written request to be certified
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). For more information contact our VA Officer Nildalee Meléndez at nildaleemr@sanjuanbautista.edu or visit https://benefits.va.gov/benefits/

Vocational Rehabilitation Program

This program seeks to help students with physical or mental disabilities, so that through various phases or stages they are able to develop their capabilities. The students must contact the regional office corresponding to the area where he/she lives.

National Health Services Corps Scholarship Program

This program is available for medical students in the primary health care specialties and committed to serving part or all of their career in federally designated health professional shortage area. Learn more about this program at https://nhsc.hrsa.gov

Military Scholarship Programs

SJBSM is a proud signer of the Department of Defense Voluntary Education Partnership Memorandum of Understanding (the DoD MOU). If you intend to use a DoD education benefit (Federal or State Tuition Assistance) you must start this process with your unit Educational Service Officer (ESO) or your military counselor.

Eligibility for the Tuition Assistance program depends on your branch of service. Students must contact the desired program for more information at:

- US Army: 1-800-USA-ARMY or www.healthcare.goarmy.com
- US Air Force: 1-800-423-USAF or www.airforce.com
- Navy: 1-800-usa-navy or navy.com
- National Guard: 1-800-GO-GUARD or www.1-800-go-guard.com/
- SJB Veterans Affairs Certifying Official: nildaleemr@sanjuanbautista.edu

REGISTRAR / STUDENT RECORDS

Educational Rights and Privacy (FERPA)

The Family Educational Rights and Privacy Act of 1974, as amended, grants all eligible students the right ofaccess to their own educational records as defined in the law. The law prohibits access to or release of personally identifiable information without the prior written consent of the student except under certain limited circumstances. SJBSM policy does not permit access to or release of student records to any party except as authorized by this law. It should be noted, however, that this legislation concerning privacy is affected by Section 510 of the Veterans Education and Employment Act of 1976, which provides that, P.L. 93-568not withstanding, records and accounts pertaining to veterans, as well as those of other students, shall be available for examination by government representatives. It is also affected by Sections 507 and 508 of the Patriot Act of 2001, which provides that officials designated by the U.S. Attorney General may petition the court to examine records deemed relevant to certain authorized investigations or prosecutions. If a student wishes to inspect or review his or her records, he or she may contact the office concerned.

The Family Educational Rights and Privacy Act of 1974 as amended (FERPA), was designed to protect the privacy of education records. Education records include records, files, documents, or other materials in hard copy or in electronic format, maintained by SJBSM or a party acting on behalf of SJBSM, which contain information related to a student. FERPA specifies some limited exceptions including certain personal memory aids and certain employment records.

FERPA affords students certain rights with respect to their education records. These rights include:

- The right to inspect and review the student's education records within a reasonable period, but not more than 45 days after the Institution receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The SJBSM official will notify the student of the time and place the records may be inspected. If the records are not maintained by the SJBSM official to whom the request was submitted, that official shall advise the students of the correct official to whom the request should be addressed

- The right to request an amendment to the student's education records that the student believes contains information that is inaccurate, misleading, or in violation of the student's rights of privacy. Students may ask SJBSM to amend a record that they believe is inaccurate. They should write the SJBSM official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate. If SJBSM decides not to amend the record as requested by the student, SJBSM will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information

regarding the hearing procedures will be provided to the student when notified of the right to a hearing

- The right to provide signed and dated written consent before SJBSM discloses personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A SJBSM official is a person employed by SJBSM in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff, a person or company with whom SJBSM has contracted (such as an attorney, auditor, or collection agent, a person serving on the Board of Trustees, or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility.

A second exception that permits disclosure without consent is disclosure of Directory Information. Directory information is information that is not considered harmful or an invasion of privacy if released. The following is considered 'Directory Information' at SJBSM and may be made available to the public unless the student notifies the Office of the Registrar in writing before the last day to add classes in a semester:

- Name
- Address
- E-mail address
- Telephone listing
- Date and place of birth
- Photograph
- Major field of study
- Dates of enrollment
- Enrollment status
- Classification
- Honors and awards
- Degrees and dates of conferral
- Most recent prior educational agency or institution attended
- Student identification number

The right to file a complaint with the U.S. Department of Education concerning alleged failures by SJBSM to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education, 400 Maryland Avenue SW
Washington, DC 20202-4605

Authorization for Disclosure

Enrolled students may refuse to permit disclosure of Directory Information. To do so, written notification must be received by the Registrar prior to February 15th of each academic year. This request is valid only for the academic year in which it is made.

Emergency Closing Procedures and Emergency Notification System

In the event of a natural disaster such as a hurricane, earthquake or any other emergencies, students will be alerted through the SJBSM Emergency System via text, phone call and email. Information related to the emergency and instructions regarding cancellations, delays and other pertinent information will be delivered through those means.

The Registrar's main responsibility is the confidential handling and custody of the permanent record and documents pertaining to students at the institution as they progress from enrollment until completion of the program. They are responsible for FERPA compliance, student enrollment, grade reporting, and graduation certification among other services.

During COVID-19 pandemic, institutional methods for student identity verification were set in place to provide these services and complete the enrollment processes. Incoming students were contacted through the email that was submitted and verified during the admission process and requested to complete both an authorization form and a FERPA consent form. Once enrollment was authorized and completed, the new student was assigned an institutional identification number and email that will serve as their methods of student identity verification.

Student Record Storage

All educational records and related documents will be stored in security files whose combinations will only be known by duly authorized personnel. The security files are kept in a vault located in the Registrar's Office, that has a security system against theft or vandalism, a fire protection system and free from leaks and floods, to ensure that the educational records are secure in the event of a natural disaster. The IT Department copies the data from educational records in its entirely on a daily basis to an internal back up system, and to an external cloud system to ensure that all educational records are conserved. To access student educational records parents, students and/or third parties must comply with identity verification methods established by SJBMS in compliance with the Buckley Act (Family Educational and Privacy Act of 1974, as amended - FERPA).

Issuance of Official Documents

Rules for issuing documents

As custodian of student records, the Registrar's office will issue official documents as requested by students and alumni after verifying student identity through institutional methods. When requesting documents from the Registrar's office, students or alumni must fill out the corresponding electronic form using the Document Request link provided by the Registrar's Office or the Finance Office. You can also submit both the document request

and payment in the same application. By completing the form, you will be able to request the document and make the corresponding payment.

A period of three (3) to five (5) working days will be required for the processing of requested documents. Among the documents that may be requested are certification of studies, transcripts, Medical Student Performance Evaluation (MSPE), and certifications for the Examining Board of Physicians of Puerto Rico. Students who have a debt with the Institution will not have the right to be issued official documents. Special cases must have the approval of the Registrar.

Transcripts

Transcripts of students' grades will only be issued with a written request from the student duly signed by him/her. Official transcripts will only be processed from agency to agency.

If SJBSM should determine to cease operations, the Registrar's office will submit a copy of the student's transcript and diploma to the Department of Education certifying that the documents are complete and reliable. SJBSM will proceed to make a public announcement no less than sixty (60) days in advance notifying the student body of its intent to cease operations and informing them that copies of their diplomas and transcripts may be accessed through the Department of Education.

Certifications

The School may issue requested certifications to students in situations including but not limited to:

- A full-time student applying for scholarships, financial aid, income tax return forms, etc. If the student requests a student certification for personal use, it will not bear the official seal. Only those certifications that are sent from Institution to Institution bear the official seal.
- To certify obtained degree after graduation.
- Certifications for medical licensure and credentialing. These certifications are required to be notarized.

Certification costs

- General certifications cost $ 5.00 each.
- Certifications for licensure and credentialing have a cost of $ 35.00 that is broken down as follows:
    - $ 30.00 to cover the cost of notarization
    - $ 5.00 to cover the cost of the transcript that is sent with the certification
    - If the applicant is a graduate, it will also carry a Certification of Title which has a cost of $ 5.00.

Medical Student Performance Evaluation (MSPE)

The student or graduate may request the letter personally or in writing by filling out the corresponding electronic form using the Document Request link provided by the Registrar's Office or the Finance Office. You can also submit both the document request and payment in the same application. By completing the form, you will be able to request the document and make the corresponding fee of $ 10.00 for each

Registration Process

Prior to registration, students will be verified if they qualify for enrollment to the corresponding academic period by the Admissions Committee (AC). After qualified candidates are verified and identified by the AC they are referred to the Registrar who will proceed to an email with instructions and a request for authorization for the corresponding enrollment period. Thes process is carried out online, and once officially approved, the students can view their enrolled courses /rotations through the Jenzabar Sonis Student Portal. On the corresponding date, students will be required to present:

- Evidence of a health insurance plan. If the student does not have one, they will be enrolled with the school's health insurance plan. **No student may enroll without a health insurance plan.**
- Students will be required to present the following documentation upon enrollment and renew in accordance with expiration date.
    - Puerto Rico Official Record of Immunization (PVAC)
    - COVID-19 Vaccine
    - Physical exam not issued by a relative or SJBSM faculty (must be updated annually)
    - Health Certificate PR version with copy of Tuberculin test results or Chest X-Ray (must be updated annually)
    - Negative Certificate of Criminal Record (must be updated annually) PR version is available online at **servicios.pr.gov**
    - Influenza vaccine (To find a place near you, go to: https://www.metro.pr/pr/noticias/2018/02/01/donde-vacunarse-la-influenza.html)
- After enrollment, students may be required additional clinical documents if specified by the academic program. These include:
    - Hepatitis B quantitative titer*
    - Chickenpox quantitative titer*
    - MMR quantitative titer*
    - Negative Law 300 Certificate PR version (must be updated annually). Certificate may be requested in person at the Caguas local police station
    - CPR Certificate (must be updated biannually)
    - HIPAA (must be updated annually)
    - OSHA (must be updated annually)
    - Mask Fit (must be updated annually)
    - Personal Protective Equipment - PPE (must be updated annually)

- After completing registration, students will be referred to the Financial Aid Office so that they may complete their student grant/loan if they have not done so prior to their enrollment. The final stage of registration is at the Bursar's Office to make corresponding enrollment payment.

**Note: Students whose titer results do not have presumptive evidence of immunity will be required to receive a booster dose as established by the CDC and submit new titer to Registrar.*

Withdrawals

Students who wish to withdraw from the San Juan Bautista School of Medicine are required to meet with the Dean of Student Affairs for orientation. Withdrawal will be considered effective on the date the withdrawal is approved. Once the withdrawal is approved and finalized, the Registrar's Office will contact the student so that they may complete the Withdrawal Request Form. The student must obtain the official signatures indicated on the application and return the completed application to the Registrar's Office. Students who withdraw from the School must return the Identification Card and the Parking Card.

Grade reporting

Once all grades have been reported to the Registrar's office and processed in the system, students will be able to view their grades on the student portal in Jenzabar / Sonis.

A copy of the official grade report is kept in each student's electronic file. Students who fail in a course or rotation will have to enroll and cover corresponding costs to repeat and approve the same before being promoted. Students will not be allowed to repeat a course more than one (1) occasion.

Incompletes

In general, students who receive an Incomplete (IC), must remove it during the first month of the following academic period, otherwise, they will fail the course and receive the grade of "F" in said course.

In the MD program, a student in Clinical Sciences who receives an Incomplete in a clerkship must remove it before the end of the academic semester, otherwise they will receive the grade of "F" in said rotation. Students with more than one Incomplete in the semester will not be allowed to enroll in next academic period until the Incompletes are removed. Failure to remove an Incomplete will result in an "F" grade, and student will have to repeat said rotation.

Grade Appeal

Students are entitled to request a grade revision. The request must be submitted in writing to the head of the department of the corresponding academic program with copy to the Registrar, within thirty (30) calendar days after the grade was available on the student

portal. The head of the department will notify the faculty member, and the faculty member will submit to the Registrar the final decision regarding the grade review within ten (10) calendar days. The Registrar will notify the student of the final decision.

Graduation Requirements

When students fulfill the criteria for graduation in their corresponding programs, the Registrar will send them the Graduation Request Form. The candidates who meet all the degree requirements will be referred to the Student Evaluation and Promotion Committee (SEPC) for approval. After receiving the final recommendation from the SEPC, the Board of Trustees will grant the corresponding degree to students who meet the following criteria:

BSN Graduation Requirements

- Completion of all required courses of the BSN program
- Completion of the total number of credit/contact hours
- Minimum overall grade point average (GPA) of 2.75
- Demonstration of acceptable moral, ethical, and professional standards at all times during the course of their study program.
- Completion of all financial and administrative obligations contracted with the School, including return of all borrowed library resources and completion of all documents in the academic file

MPH Graduation Requirements

- Completion of the 58-credit-hours program
- Minimum overall grade point average (GPA) 3.00
- Demonstration of acceptable moral, ethical and professional standards during their study program.
- Completion of all financial and administrative obligations contracted with the School, including return of all borrowed library resources and completion of all documents in the academic file
- Complete the MPH Program Exit Questionnaire

MD Graduation Requirements

- Completion of the Biomedical Sciences courses with a minimum grade point average (GPA) of 2.50
- Completion of the Clinical Sciences courses established in the curriculum (both in the cognitive aspects as well as in the clinical skills, and professional behavior/attitudes) with a minimum grade point average of 2.50
- Passing the United States Medical License Examination (USMLE) Step 1, and Step 2 (CK)
- Passing a Clinical Performance Examination (CPX) during the fourth year of study
- Demonstration of acceptable moral, ethical and professional standards during their study program.
- Completion of all financial and administrative obligations contracted with the School, including return of all borrowed library resources and completion of all documents in the academic file

- Completion of all medical records
- Minimum overall grade point average of 2.50

Doctor degree in DNP-AGNP Graduation requirements

- Completion of nursing courses with minimum grade of B
- Completion of 3 P'S (Advanced Physical exam, Advanced Pathophysiology and Advanced Pharmacology course with minimum grade of B
- Pass AGNP mock exam
- Complete Capstone Evidence - Base Project
- Complete 1250 hours of clinical hours
    - 750 hours AGNP
    - hours DNP
- Complete all coursework required for the specialization, as outlined in the study plan.
- Have completed the Satisfactory Academic Progress Policy. Complete with a minimum of 3:00 B
- Demonstration of acceptable moral, ethical and professional standards at all times during their study program.
- Completion of all financial and administrative obligations contracted with the School, including return of all borrowed library resources and completion of all documents in the academic file

Honors

The honors to be awarded at graduation will be the following:

- Summa Cum Laude - students with 3.90 - 4.00
- Magna Cum Laude - students with 3.70 - 3.89
- Cum Laude - students with 3.50 to 3.69

* This honor scale is effective for graduating classes since 2015

Note: The average considered for the awards is obtained from grades of courses taken at our School during the years of study. Transfer credits are not included.

Additional Services provided by the Registrar's Office

Student status/classification Report

The Registrar is responsible for updating the students' status in corresponding agencies. Students in a leave of absence and/or in an appeal process are classified as Inactive.

USMLE Certifications

Students requesting the USMLE certification for any of the medical boards will be certified by the Registrar. Students must be active to be certified. Students who are on a leave of absence and/or in process of appeal cannot be certified for the USMLE Steps 1 and Step 2 CK.

Academic Calendar

A copy of the Academic Calendar is made available to students through the student portal of Jenzabar / Sonis, and through the school's webpage. Student may request additional copies as needed.

Orientation regarding school policies

Although school policies are published in the school webpage, the Registrar's office ensures that students are aware of policies related to the issuance of academic records, satisfactory academic progress, USMLE Step 1 and Step 2, grade submission, leave of absence, among others.

Diploma

The Registrar's office is responsible for the preparation and delivery of the student's diploma. The Institutions official diploma is written in Latin. Students requesting a translation of their original diploma may request so by filling out the Document Request Form. In such cases, a certification in English is provided.

STUDENT PROGRAM OFFICE

The Student Programs Coordination Office coordinates the Accessibility Services Program for all of our students and the Medical Career Advising Services Program related to the Association of American Medical Colleges Careers in Medicine® (CiM®) Program, Electronic Residency Application Service® (ERAS), and the National Resident Matching Program®(NRMP).

Accessibility Services Program

The Accessibility Services Program promotes and ensures that no student with a documented disability is denied the benefits of, excluded from participation in, or otherwise subjected to discrimination under the educational programs and activities in accordance with the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, as amended, and applicable state law.

Any qualified candidate with a disability interested in applying to one of programs offered at SJBSM may do so following the regular admissions process as it applies for each program. Once the qualified candidate with a disability receives the final decision of acceptance from the Admissions Office, they will have the opportunity to request the extended admission process that is required from all post-secondary education institutions under Law 250 known as **Postsecondary Passport of Reasonable Accommodation**. Refer to the Handbook of Institutional Procedures Postsecondary Passport for Reasonable Accommodation.

Executive Order 2007-01: Procedure for Student Requests for Reasonable Accommodation identifies the rights and responsibilities of students seeking an academic adjustment, auxiliary aid or service, or any other reasonable accommodation under Section 504 of the Rehabilitation Act and the ADA. Qualified students and applicants who need to obtain a reasonable accommodation must request a meeting with the Student Programs Director to review the application requirements and procedures to initiate the determination process and submit the Reasonable Accommodations Request Form. The Student Programs Director is responsible for reviewing and approving or denying all requests for accommodations or academic adjustments on an individualized basis. All medical records relating to students' disabilities are kept confidential in a file separated from academic records. The Student Programs Director also offers workshops on accessibility services for our students and teaching staff. In addition, she oversees

The non-approval of the accommodation requested by the student does not constitute discrimination when the approval fundamentally alters one of the following: the nature and/or requirements of the curriculum; the minimum performance standards and/or the accrediting agency standards of institutional programs. The institution is not required to make an accommodation that results in an undue expense for the institution.

PROCEDURE TO REQUEST REASONABLE ACCOMMODATION

- Qualified students and applicants who need to obtain an accommodation, auxiliary aid, or service must submit a request to the Student Programs Director to initiate the determination process. SJBSM does not make any inquiries of applicants for admission regarding the existence, nature, or severity of disabilities prior to acceptance. The Student Programs Director is responsible for reviewing and approving or denying all requests for accommodations or academic adjustments.
- Application forms are available on the SJBSM website and will be distributed to new students during orientation. Students must also request a meeting with the Student Programs Director to review the application requirements and procedures. Students are strongly encouraged to submit their request as soon as possible after matriculation to allow sufficient time for review and approval.
- All requests must be submitted in writing and must be accompanied by documentation to verify the disability. Failure to submit supporting documentation will not only delay the review process but may also result in a denial. The type of documentation necessary will vary by the student and the disability. Appropriate documentation includes, but is not limited to, detailed and current medical history documentation from an appropriate licensed professional indicating a diagnosis and describing the nature and severity of the impairment and a description of the student's limitations, or previous modifications or adjustments received by the student in an educational setting. SJBSM may request additional documentation and may consult with medical professionals to review the assessment and recommended accommodation. The documentation must substantiate that the student is limited in one or more major life activities because of his or her disability.
- Accommodations are determined on a case-by-case basis by the Student Programs Director after considering all evidence, including the needs and requests of the student, the supporting documentation, and the fundamental requirements of the program. The School will make every effort to provide reasonable accommodation, but it is not required to provide any aid or service or make a modification that results in a fundamental alteration to the nature of the program.
- Once a determination is made, the Student Programs Director will issue a written determination to the student outlining the accommodations granted, or the basis for denying the student's request. Students who are not satisfied with the accommodations granted by the Student Programs Director may request a meeting with the Student Programs Director, or request review using the following steps:

    - File a request for review with the Dean of Student Affairs
    - All requests for review must be filed within 5 days of receipt of the determination letter
    - If the student's concern remains unresolved and/or the student believes he or she is being denied equal access in the form of appropriate accommodations or has otherwise been discriminated against, the student may file a grievance using the School's Harassment and Discrimination Grievance Policy and Procedure

For inquiries concerning accommodations, the application of regulations prohibiting discrimination and other related procedures contact:

Disabilities Services and Accommodation Coordinator:

Yaidy L. Cruz Cordero, M.Ed.
Student Programs Director
Tel. 1-787-743-3038 ext. 233; 212
Email: ylcruzcordero@sanjuanbautista.edu

For further information regarding the nondiscrimination policy or the student's rights under this policy, please contact the U.S. Department of Education's Office of Civil Rights (OCR) by visiting https://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm or by phone at 1-800- 421-3481.

Medical Career Advising Services Program

The Medical Career Advising Services Program is mainly based on the CiM® Program, which its principal goal is to help students learn how to make well informed career decisions, not only in selecting a specialty and residency program, but throughout their careers as physicians by means of a thoughtful career planning process. Students are exposed to and familiarized with the CiM® resources all through their MD academic program, since the beginning of the first year through the fourth year of medical studies, according to the CiM® Student Timeline. Fourth year medical students are advised on the use of the ERAS® and NRMP® through their residency application and matching process, which culminates with the celebration of our Match Day Ceremony.

The Student Programs Director (SPD) serves as the CiM® Liaison and is responsible for coordinating program activities sponsored by the school, such as workshops and events. The SPD offers a series of workshops from the beginning of the first year through the fourth year of medical studies. Each workshop addresses a specific topic and provides workshop materials, assessment tools, a demonstration of available online resources, and a discussion session. Students are required to meet with the SPD to discuss their results, as well as their Curriculum Vitae (CV) and personal statement. Near the end of their third year, every student must meet with the Student Programs Director to conduct an individual advising session in preparation for the following residency application cycle. The following table provides an overview to the activities offered to MD students:

Career Information and Advising Activities			
Year 1	Year 2	Year 3	Year 4
Introduction to Careers in Medicine® (CiM®): *Introduction to the CiM® Website and resources.*	CiM® Self-Assessment and Exploring Options I: *Introduction to the concept of career exploration and its relation to the assessment process to narrow down specialty possibilities.*		CiM® Getting into Residency II (Residency Interviewing): *Prepare students for the residency interview process according to their*

			particular needs. Introduction and access granting to the Big Interview Medical® platform.
So, Now You are a Medical Student! Shaping Your New Image: *Introduction to the CV and awareness on preserving a pristine and professional digital image.*	CiM® Exploring Options II (Getting Personal): *Introduction to more in-depth career exploration techniques and resources to continue gathering information on specialty choice.*	Experiences with the Matching Process: *Discussion panel with recently matched students.*	
Putting Hands on… Your CV: *In-depth exploration of CV styles and examples.*		CiM® Choosing a Specialty: *Review decision-making guidelines and strategies through "The Five Thinking Hats" interactive exercise.*	
CiM® Understanding Yourself: *Introduction to the concept of self-assessment and its relevance in the career planning process; beginning of the self-assessment process through "The Party Game" interactive exercise.*		CiM® Getting into Residency I-A (CV & PS): *Workshop on how to improve and/or compose an effective CV and personal statement.*	
		CiM® Getting into Residency I-B (ERAS & Match): *Orientation on the residency application and matching processes and their timelines.*	
		Pre-ERAS® Individual Advising Session: *Individual meeting with every rising senior to discuss their specialty choice and qualifications for the specialty and programs they are targeting; review of the corresponding application and matching services; students are presented with current and relevant national and institutional match outcomes data to determine the need to consider back-up options; review of elective choices and schedule.*	

ACADEMIC ADVISORY SERVICES

The Academic Advisor is a trained professional in learning assessment, that has no role in the students' academic assessment and/or promotion. The most important mission of the Academic Advisor is to assist students in developing educational goals that are consistent with program competencies. The advisor serves as a liaison between faculty and students to help students achieve their academic goals. The Advisor also helps students identify appropriate resources through orientations and workshops. In collaboration with Personnel from the Deanship of Student Affairs and the Academic Deanship, the Academic Advisor guides students in the development and approval of their academic study and/or remediation programs and reviews their study plans for USMLE exams.

General services provided by the Academic Advisor

- Study Strategies
- Time Management
- Test- Taking Skills
- Study plans
- Lecture Note Taking
- Other

Academic Advising System

SJBSM has designed a system of academic advising that provides students with a layered system of academic support to assist them in achieving their academic goals. This system integrates the efforts of faculty members, Year Coordinators, Course/Clerkships Directors, Student Affairs personnel and students, that contribute individually and collectively on behalf of each student's performance. The system is monitored by the Academic Advisor, who ensures that the individuals that intervene have no role in making assessment and/or promotion decisions in relation to the students. The system is described as follows:

- Early Intervention: upon admissions, students complete an inventory during orientation week that includes personal information; learning style; and time management skills. Interviews are coordinated early in the program to discuss the results with students, including recommendations on appropriate study techniques. After students begin their classes, students that score below the standards during the first exams are identified and referred to the Academic Advisor who provides an assessment, conducts follow-up meetings with student.
- Detailed assessment –using data from subsequent exams, a risk analysis is done for all students. The Academic Advisor uses this information to develop an individualized academic plan for students at risk.
- Continuous monitoring – the Academic Advisor provides continuous monitoring to students conducting midterm evaluations and follow up meetings to discuss progress of individualized academic plan.

Additional resources for academic counseling available for students:

- Personal Counselor - the Counselors' main responsibility is to provide personal guidance to students, individually or in groups, with the intention of helping them identify and deal with situations that may affect them, and that, in some way, may obstruct their academic progress and personal development.
- Reasonable Accommodation Program – this program promotes and ensures that students with a documented disability are not denied the benefits of, excluded from participation in, or otherwise subjected to discrimination under the educational programs and activities in accordance with the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, as amended, and applicable state law.
- Career Advising – the main goal of the career advising is to assist students in learning how to make good career decisions, not only in choosing a specialty for MD students, but throughout their career, by means of a thoughtful career planning process.
- Tutoring program – students at academic risk receive academic tutoring from fellow students through a peer-to-peer tutoring program. The tutoring program aids students in courses in which they are encountering academic difficulties. The tutoring program is mandatory. Students who serve as tutors are identified and recommended by Course Coordinators and must be available to invest time in the tutoring program. They receive support from faculty in organizing and selecting the appropriate educational materials and methodology for tutoring, and a stipend for their work.

  The following stipulations apply to the tutoring program:

  - The tutoring program is mandatory, based on the course coordinator's recommendation.
  - Faculty participation in the program is expected and encouraged.
  - A faculty member has been appointed to coordinate the tutorial program.
  - Students who serve as tutors will be selected according to their academic accomplishments.
  - Student tutors will receive a stipend for their participation.
  - The tutorial program in the clinical phase differs from that in the Biomedical Sciences. In the Clinical Sciences, professors are responsible for providing or coordinating any help that students may require.
- Library – the Library facilities are divided in the following areas: Study Room, Electronic Center, Computer Aided Instruction Laboratory (CAI), Individual Study Areas, Serial Publications Collection, Information Literacy Room, Audiovisual Equipment Room, Photocopiers Room, and collections of Reference, Reserve and Circulation. The printed and non-printed resources are diverse and specialized and comprise the necessary and essential resources that student need to comply with the academic programs.
- Faculty research mentoring – students are assigned faculty members as mentors for their research project. Faculty research mentors assist the academic support system

by providing structure and support to all students throughout the four years of medical education.

- Clinical advisors – administrative staff and clinical faculty provide academic advising to assist students with their educational and career planning, and the selection of appropriate electives to achieve their goals.
- Peer mentoring (Big Brother/Sister) – a peer mentoring/sponsorship program is promoted among students. Mentors follow up on students during their four years and provide informal advising that is flexible, proactive and positive in nature. These pairings are a unique element in the academic support system and serve as sounding boards for common, everyday questions relating to courses and administrative matters.
- Policies and procedures – policies have been set in place to provide for a safe and adequate learning environment where students may achieve their academic goals successfully such as student workload, health service, mistreatment, exposure to blood and airborne pathogens, etc.

PERSONAL COUNSELING SERVICES

The Counseling Program seeks to promote the integral development of the student through personal, academic, and professional counseling. Through the counseling program students can identify their strengths and weaknesses, evaluate and analyze personal situations that may affect their academic performance, acquire adequate coping skills, and learn to make the best decisions in accordance to their needs and circumstances.

Personal Counseling

Individual counseling promotes the search for alternatives to deal with situations that affect students' personal, academic, and professional development. The process requires that the student, together with the counselor, determine and /or identify the conflict, assess the situation, list possible alternatives, and develop a plan of action. This counseling process includes personal, family, environmental and economic situations, among others. This assessment begins upon students' admission to SJBSM. Students will be required to complete some assessments during orientation week and participate in a mandatory interview as a first-year student.

Personal counseling services may be requested by students for a variety of problems or circumstances such as depression, anxiety, conflict with family members or peers, mistreatment, academic difficulties, financial stressors, and adjusting to a different culture among others. In occasions, students may be referred to the Counselor by the Academic Advisor, faculty members, and/or peers.

Group counseling

Group counseling is an important tool for generating changes in human behavior and conflict resolution. The alternative of group counseling where students interact provides new avenues for facing difficult situations. This facilitates students' personal growth by allowing them to acquire life and interpersonal skills that help them cope with challenges that they may encounter during their academic years.

Confidentiality

Our Counseling services are provided in a safe and confidential environment, with essential reliability in the counseling process as set forth in the Family Educational Rights and Privacy Act. To ensure compliance, San Juan Bautista School of Medicine has established and published a policy that defines and oversees confidential procedures in counseling.

The Counselor's office is a private area in the Presidential Building and operates during normal business hours. A second office located at the Menonita Caguas Hospital is also available, as after hour appointments when requested. This ensures that when a student seeks counseling, they have the alternative to choose a specific date, time and place to meet with the school Counselor at their convenience, outside school hours and/or at a different location outside school campus.

All information pertaining to guidance and communication between students and the schools Counselor is considered confidential. Prior and during the counseling process, students are informed that the privileged information gathered during the interventional process will be kept in strict confidentiality. This information is secured by SJBSM in accordance to ethical and legal standards.

Additional services provided by the Counseling Office

The Personal Counselor also provides a variety of services aimed at promoting the well-being of students and assisting them with any situation that may arise. Some of the services include:

Academic Advising Support System

SJBSM's academic advising system provides students with an academic support system that helps them achieve their academic goals. As an active member of this system, the Personal Counselor assists in providing assessment and support ensuring that students complete the degree requirements successfully.

Referrals

When deemed necessary or upon request, the Personal Counselor may refer a student to other professional and / or aid agencies with the student's consent. In addition, she may consult particular cases other health professionals such as psychiatrists, psychologists, with the student's authorization. When doing so, the Personal Counselor ensures that the health specialist has no participation in student assessment and/or promotion to avoid any conflict of interest. All procedures are aimed at seeking the student's well-being and are handled with the corresponding confidentiality.

Student Orientations

SJBSM has instituted orientation for incoming students to help ease the transition. This time provides new students with the opportunity to meet fellow students, become familiar with campus services, curriculum and staff.

Welcome Package

Upon admission, the Personal Counselor provides the admitted candidates with a series of resources that will allow the students to adapt to the institution, Island / or Metropolitan area. The Welcome package includes information on Puerto Rico and the city of Caguas, location of basic service providers such as supermarkets and pharmacies; important information regarding housing opportunities and what to look for in a housing contract; among other.

Workshops

Seeking to promote and strengthen cognitive and socio-emotional skills in the student body, the Counseling Office organizes worships on diverse topics such as mistreatment, sexual aggression, diversity, sign language, thanatology, suicide prevention, and general wellness among others.

Career Advising

In collaboration with the Student Program Director, the Personal Counselor assists students from all programs in their career planning, providing additional information related to CV writing; interview skills; state licensing requirements; and employment opportunities among other.

Residency Fair

In collaboration with the Student Council, the Personal Counselor organizes a Residency Fair that provides students with the opportunity to interact on a one-on-one basis with program directors and board review programs. Participants of this fair provide students with information regarding residency programs, and employment opportunities/requirements. Students also receive information from programs that may help them in preparation for the required professional boards, USMLE for MD and NCLEX for BSN. In occasions, Alumni also serve as mentors in the fair, providing students with important information related to the health centers in Puerto Rico and the employment opportunities for nurses and public health professionals.

Extracurricular Activities

As part of our wellness program, the Personal Counselor promotes student participation in cultural activities which enrich the curriculum and form part of the student's comprehensive education. In coordination with local agencies, diverse activities are coordinated such as visits to local museums, workshops on basic concepts that enable them to be prepared in the event of a storm or hurricane; and how to act in the face of an earthquake, etc.

White Coat Ceremony

The White Coat Ceremony was first established by the Arnold P. Gold Foundation in 1993 as a rite of passage for first year medical students. Its purpose is to welcome students to healthcare practice and emphasize the value of humanism as the core of healthcare.

USMLE Exams

The Counselor also participates in the assessment of second year medical students to raise awareness about their strengths and weaknesses for the USMLE exam. In addition, an individual strategic plan to deal with test anxiety is developed by the Personal Counselor. and discussed with each student.

STUDENT ORGANIZATIONS

General Student Council

The General Student Council is established to encourage and channel the effective participation of students in issues of interest to them and related to the San Juan Bautista School of Medicine. It constitutes the official forum for the analysis, discussion, and review of students' needs and aspirations, and for the expression of student perspectives relative to topics and issues within the academic community.

Students who wish to participate as members of the General Student Council must comply with the requirements established in the Student Handbook. Each of the academic levels for all four programs has representation in this organization, and students elect their own representatives.

For more details regarding the structure and responsibilities of the General Student Council, refer to Appendix A of the Student Handbook titled General Student Regulations, Chapter III

Student Interest Groups / Organizations

The Deanship of Students Affairs encourages the development of student organizations. Any student and/or students who wish to organize or create an Interest Group in accordance with the school policies either with academic purposes or sporting and/or religious motives is welcome to do so. To obtain official status for the student organization, the student must submit a proposal of the organization to the Dean of Student Affairs for approval. Once approved, the Interest Group must maintain a close relationship with the Deanship of Students Affairs, to ensure that all activities are approved and coordinated through this office. A registry of all student organizations is available at the Deanship of Student Affairs.

The following are some of our Medical School's student organizations:

- Radiology Interest Group
- Internal Medicine Interest Group
- Family Medicine Interest Group
- Latino Medical Student Association (LMSA)
- Surgery and Surgical Interest Group
- *Asociación de Estudiantes Cristianos Interest* Group
- Pediatric Interest Group
- Anesthesiology Interest Group
- Psychiatry Interest Group
- Emergency Interest Group
- Orthopedic Surgery Interest Group
- Obstetrics and Gynecology & Women's Health
- SJB Mini Med

- Oncology Interest Group
- Dermatology Interest Group
- Infectious Diseases Interest Group
- AMWA American Medical Women Association
- *Por una Sonrisa*
- Ped Meds Interest Group
- American Medical Society of Sport Medicine Interest Group
- Physical Medicine and Rehabilitation Interest Group
- Clinical Reasoning Interest Group
- Interdisciplinary Autoimmune Disease Interest Group
- Pathology Interest Group
- Public Health Student Organization
- Nursing Student Organization

Alpha Omega Alpha (ΑΩΑ)

ΑΩΑ began in 1902 by William Webster Root and a group of peers from the College of Physicians and Surgeons of Chicago. Their goal was to promote scholarly achievement and professional conduct. Their motto is, “Be Worthy to Serve the Suffering." Through the years the society has achieved recognition expanding all over the nation and Lebanon.

SJBSM Delta Alpha Omega Alpha Society (ΔΑΩΑ)

The local Delta Alpha Omega Alpha is composed of students who comply with the membership requirements as evidenced by their academic performance, scholarly activity, professionalism, and community service. Candidates are invited to apply for membership. Nominations are submitted to an evaluation committee that makes the final decision. If you have any questions about the society or the procedures to be followed, please contact Dr. Jose Ginel Rodriguez, Dean of Health Sciences and SJB Delta ΑΩΑ Chapter Councilor.

Gold Humanism and Honor Society (GHHS)

The Arnold P. Gold Foundation works with healthcare professionals to ensure that compassion, respect and empathy are at the core of all healthcare interactions. Dr. Arnold P. Gold, founder of the foundation, was a world-renowned pediatric neurologist at Columbia University’s College of Physicians and Surgeons. He and his wife Dr. Sandra Gold, and their colleagues began the Foundation in 1988 with the power of an idea – to nurture and preserve the tradition of the caring physician.

Inspiration for GHHS began in the late 1990s when medical educators and residency program directors convened to explore the viability of an honor society to promote humanistic values and behaviors. Since its inception, GHHS has grown in stature and influence to become a vital part of medical school and residency training program cultures throughout the US. A heart-shaped stethoscope became the foundations logo. It represents Humanism in health care, reflected by attitudes and behaviors that are sensitive to the values and the cultural and ethnic backgrounds of others.

SJBSM Golden Humanism and Honor Society

In April 2016, San Juan Bautista School of Medicine reaffirmed its commitment to promote the highest humanistic principles and values in health care by carrying out the first induction ceremony of the local chapter of the San Juan Bautista School of Medicine. of the "Gold Humanism and Honor Society". The Personal Counselor serves as Advisor of the Chapter overseeing student nominations, induction ceremony and additional activities that promote humanistic values.

Along with the GHHS Advisors, the SJBSM GHHS Society is composed of students who are nominated in the second semester of third year. The selection process has two phases. In the first phase, third year students can nominate classmates who have demonstrated professional and ethical behavior worthy of imitation. Nominations are submitted to an evaluation committee for approval. Membership to SJBSM GHHS Society goes beyond selection and induction into an honor society; its members have the responsibility to model, support, and advocate for compassionate, patient-centered care throughout their careers. As humanistic healthcare professionals, they are expected to demonstrate:

- Integrity: the congruence between expressed values and behavior
- Excellence: clinical expertise
- Compassion: the awareness and acknowledgement of the suffering of another and the desire to relieve it
- Altruism: the capacity to put the needs and interests of another before your own
- Respect: the regard for the autonomy and values of another person
- Empathy: the ability to put oneself in another's situation, e.g., physician as patient
- Service: the sharing of one's talent, time and resources with those in need; giving beyond what is required.

LIBRARY/LEARNING RESOURCES

On Campus Library

The SJBSM Library, located within the facilities, serves the teaching and research needs of the faculty, staff, and students. The texts, references, and journals cover the fields of basic science in medicine, pre-clinical medicine, and related specializations. Hard copies of each required textbook are available in the library. The library is staffed with a librarian and additional assistant librarians.

Library Code of Conduct

The library is intended to be a place for quiet study. To achieve this goal, the following rules must be observed:

- You are expected to make as little noise as possible without disturbing other library users. You must observe the silence rule in designated areas.
- Mobile phones and other devices likely cause disturbance may not be used in the library, unless their use is silent. You may be asked to leave if you disturb others.
- Smoking or eating are not permitted anywhere on the library premises.
- It is allowed to drink water, coffee or any liquid **in a closed container** to avoid spills.
- Except for guide dogs, animals may not be brought into the library.
- You can expect library staff to treat you with courtesy and respect. We expect our users to treat staff and fellow students with the same consideration.
- We strongly recommend that users do not leave their personal belongings unattended at any time. We do not accept responsibility for any loss or damage and reserve the right to dispose of unclaimed items.
- Anatomy lab coats are not allowed in the library.
- When using library facilities, the institution's dress code must be observed.
- It is not allowed to move tables, desks or chairs from the room where they belong. If you need to move them, please consult the librarian.

Computer Labs

Two computer labs are located within the facilities and are available to students. The computer labs provide computer support for students and allow for computer-assisted instruction. These labs are equipped with workstations, printers, and PCs that are connected by a Local Area Network and provide internet access through the institutional network. Technical assistants are available to all students during lab hours of operation.

Digital Library

SJBSM has installed one of the best online databases in the market, having 1,200 scientific journal collections, with back files from 1980 to the present, along with other specialized electronic services that aid them in the search of bibliographies and web sites much easier. Their online services are accessible to students, faculty, and staff and provide you with access to all the required textbooks, in addition to several virtual anatomy platforms.

Accessing the Digital Library

Upon enrollment, students will receive via the institutional email, an invitation and a password from the IT Department to access the digital library. With that information students will access the digital library at https://my.openathens.net/?passiveLogin=false

- Look up San Juan Bautista School of Medicine under: Find your institution and sign in with your institutional email as Username and the assigned password
- Click on "Sign with OpenAthens" sign in with your institutional email as Username and the assigned password

SJBSM Library virtual services are accessible (24 hours-a-day 7 days-a-week) from any part of the world. The Information Resources and Library Services and staff are substantial at SJBSM and play an important role in the health field, providing expert instruction and support to students, faculty, and staff. The staff are familiar with current regional and national information resources, data systems and contemporary information technology. Librarians, available at the Help Desk and by appointment, offer research instruction for many classes in collaboration with classroom faculty teaching research skills such as topic development, source evaluation, effective database and Internet searching, and citation styles. The library's services include up-to-date sources of information, essential to the educational mission of the school. In addition, each program has specialized print and non-print information resources.

Additionally, the Library is a *Member of the National Network of Libraries of Medicine*, having *DOCLINE* available for automated inter-library loan. The service is free of charge for faculty, students, and our primary affiliated teaching hospitals. All faculty, students, and our primary teaching hospitals are able to gain access to the databases remotely by using passwords and usernames. All databases offer online tutorials and help through the Digital Library website www.sanjuanbautista.edu.

Since 2002, the library interacts with other universities through OCLC (Online Computer Library Center) and the Association of Caribbean University Research Libraries (ACURIL), thus furthering access to information and reducing information costs. The institution's primary affiliated teaching hospitals receive these services free of charge. Also, the library is a member of the *American Library Association and Medical Library Association.*

SJBSM Library offers a full complement of resources to support student learning and serves as the institution's primary open computer lab (82 computers). The SJBSM Library has two facilities with computers, electronic whiteboards, projection systems, TV/DVD projection system, and printers. Computers are equipped with statistical software and data management solutions, such as Minitab, SPSS, R, among others where the academic community can work on the collection, organization, statistical computing, interpretation, and visualization of data.

The Collection inventory is divided in the following collections:

Library sources of information	
Reserve	492
General	1493
Reference	228
Electronic Journal	217 and unlimited included in the database
Digital books	278
Rare	36
Nursing	138
Public Health	152
EBooks	Unlimited included in database
Databases	
Exam Master	• Advanced Board Preparation for Medicine and the Health Sciences.
Anatomy TV	• The world's Most Detailed 3D of Human Anatomy Online
British Medical Journal	• The BMJ (formerly the British Medical Journal) is an international peer-reviewed with 60 full text medical journals in 20 medical specialties.
AccessMedicine	• An innovated online resource that provides students, residents, clinicians, researchers, and all health professionals answer to clinical questions from the most trusted sources and 71 virtual books.
AccessSurgery	• An integrated online resource that provides medical students, surgical residents, and practicing surgeons with quick answer to surgical inquiries from trusted sources. • 24 virtual books /135 Multimedia Videos/24 Power Point programs.
AccessEmergency Medicine	• Is a complete online service that allows users to quickly search for the diagnosis and treatment of a broad range of emergency cases with video. • 19 virtual books.
MedU	• A growing compendium of online educational programs o Including over 150 continually updated virtual patient cases, teaching resources and assessment tools.
Clinical Key for Medicine	• This is the next Generation, online search tool that provides physicians with smarter, faster clinical answer. o Books: Over 1,205 o Journals: Over 500 (medical and surgical) o Procedures consult: All content and associated procedural videos o First Consult: Over 800 points of care clinical monographs

	○ Patient education: Over 15,000 handouts ○ Clinical trials: from ClinicalTrials.gov database ○ Medline: Fully indexed MEDLINE abstracts ○ Multimedia: Over 13,000 videos and over 5 million images
Databases for MPH Programs	
Global Health	• This is the only specialist bibliographic, abstracting and indexing databases dedicated to public health research and practice.
EBSCO	• This is a comprehensive search tool that simplifies access to information stored in databases for Public Health. ○ EBSCOhost Research Database ○ Social Science Full Text ○ Medline Complete ○ Dynamed
Included in OVID	• American Journal of Epidemiology • American Journal of Public Health • Health Care Management Review • Journal of Public Health Management & Practice
Databases for BSN Programs	
Clinical Key for Nursing's	• Content and features are designed to support better decisions throughout the day – in any care setting or scenario. • Smart Search offers shortcuts to related clinical concepts, as well as clear disease and drug topic overviews that align with every stage of the nursing process. • Brings the most clinically relevant answers from Elsevier's nursing content to the top of your results pages, including evidence-based nursing monographs, books, journals, practice guidelines and core measures with nursing recommendations. • Helps nurse educators save content to presentations as soon as they find it – without interrupting their work. Nurses can also save and share content from any page.
CINAHL	• Is one of the world's most comprehensive sources of full text for nursing & allied health journals, providing full text for more than 603 journals indexed in CINAHL.
Included in OVID	• American Journal of Nursing

In addition, it has *Cochrane Data Systematic Review* which are full text articles and protocols focusing on the effects of healthcare; *Database of Abstracts of Review of Effectiveness*, which are abstracts of effects of health care from around the world; and *Cochrane Controlled Register Trails Register*, which is a bibliography of controlled trials,

as part of international effort to hand search the world's journals. Students also have *Internet Resources available* that access medical and educational references.

The Library/LRC offers to authorize users the following services:

- Reserve of printed and non-printed materials.
- Interlibrary loan (DOCLINE)
- Photocopies with coin-operated machines (In the agreement with the Intellectual Property Law, as amended)
- Computer service
- Information Literacy
- References Services

In addition to the services described above, the library every so often conducts the following activities:

- Monthly exhibitions with reference to the proclamations of each month
- Educational workshops
- Books exhibitions
- Book fairs
- Celebration of the Library Week and Educational Week

Information Literacy

Research, Information Literacy and Evidence Based medicine have been integrated through the four years. Nevertheless, the student receives library orientation in a permanent form by the personnel of the library, emphasizing a better use of the databases such as Access Medicine, Access Surgery and Access Emergency Medicine. Student are also provided with tutorial programs installed in the School's Webpage. The database OVID is equipped with characteristics that allow the student to choose qualified literature (PEER REVIEW). Technology of images and DVD online is incorporated in databases such as Anatomy TV, which is used by student in Anatomy Laboratory. The DVD can be accessed online by Access Surgery and other databases. The integration of the Information Literacy into the curriculum has been a determining factor in intensifying the use of electronic resources. In addition to having the whole printed version of the bibliography recommended by faculty and students, the library acquired the electronic system known as GOBI Library Services, which provides us with the most updated version of the printed books.

The digital library has driven us to create a storage section of the printed books and journals replaced by the electronic versions and create 3 rooms for small group studying (18 places). Another feature is the wireless Internet that grants user access to all library services from any place in the school.

Security Control of Databases

Citrix StoreFront is an enterprise app store that improves security and simplify deployments, delivering a modern, unmatched near-native user experience across Citrix Receiver on any platform. StoreFront makes it easy to manage multi-site and multi-version XenApp and XenDesktop environments. It empowers organizations to customize the branding and deployments to meet specific business needs. StoreFront also enables mobility initiatives for users to work from anywhere, any device.

Study Areas

SJBSM recognizes the need to provide study areas that are accessible to all students. Besides the Library, students may also use other designated areas for study. While using these facilities, students must follow normal requirements such as: ID card, dress code, and professional conduct as established in the Honor Code.

The librarian has been charged with the responsibility of supervising the use of all study spaces, including confirming reservations. Students who wish to reserve a certain study space must contact the librarian directly at the library, via email and/or phone call to ensure availability and reserve it. There will be a two-hour limit for each student and/or group during the academic year to ensure equal opportunity for all. If no other student has made a request to use the corresponding space, student may extend the reservation time with the librarian.

Note: Study rooms will be shared, and available spaces will be assigned to full capacity as needed
Special accommodations will be provided during summer recess for students studying for board examinations

To ensure that ALL students enrolled at SJBSM have equal access to the available areas to study, the school has adopted the following guidelines:

- Students must arrive on time and remain in the room during the designated time
- In the event that the student cannot make use of the designated time, they must inform the librarian so that the space may be made available for other students
- If a student fails to arrive, the space will be assigned to another student
- Personal belongings should not be left unattended. SJBSM assumes no responsibility for unattended personal belongings and reserves the right to remove unattended belongings when necessary.
- NO FOOD is allowed in the rooms and only drinks with secure covers are permitted
- Study rooms must be left in clean conditions. Any damage should be reported immediately to the librarian and/or Student Affairs
- No furniture may be moved in or out of the rooms

- Misuse of study rooms and rules and/or damage to study rooms may result in loss of privileges.
- A code of silence is required while using library facilities
- Professional conduct is required at all times
- Occupants of study areas may be asked to leave due to inappropriate behavior or for failure to follow guidelines

The study areas are the following:

- Library facilities
  - Six Individual cubicles
  - Study rooms
    - Room 102 – twenty-one individual desks
    - Room 105 – ten study tables for individual or groups
    - Room106 – eight tables for individual or groups
    - Room 107 – thirty individual desks
    - Room 108 – ten individual desks
    - Room109 – five study tables for individual or groups
    - Room 111 – three individual cubicles / one table for individual or groups
  - Virtual Anatomy Lab - four study tables for individual or groups
  - Computer Aid Instruction (CAI) – this is a computer room used for standardized exams. Students who wish to take a diagnostic test simulating board condition may request permission to do so with the librarian. The student must verify availability before requesting the diagnostic test. Once reservation is confirmed, the student may proceed to purchase the diagnostic test and submit evidence. When using CAI for diagnostic tests, students must abide by the rules established for CAS exams.

- External study Rooms
  - Study Room #1 table for six individuals or group
  - Study Room #2 table for six individual or group
  - Study Room #3 table for six individuals or group
  - Study Room #4 table for six individuals or group
  - Study Room #5 table for six individual or group
  - Study Room #6 four individual cubicles and two tables for six individual students each / or groups
  - Study wagon – thirty-five individual study desks

SJBSM also has available the following areas that can be used to study after 5: 00 pm. These are:

- Student Center (do not require reservation)
  - Eight indoor tables for individual or group
  - Four semi outdoor tables for individual or groups

- Communal areas (do not require reservation)
    - Back patio – seven tables for individual or groups
    - Interior patio – eleven tables for individual or groups

ASSESSMENT, EVALUATION AND PROMOTION

EVALUATION SYSTEM

San Juan Bautista School of Medicine is committed to providing high-quality health care education, service and research that will foster students' comprehensive development so that they may become capable, competent, skilled, and honest professionals.

To achieve its mission, SJBSM has developed an evaluation system focused in providing timely feedback to students, to identify and assist them with learning difficulties. The system also provides the opportunity for faculty to assess the effectiveness of teaching methodologies.

The educational goals encompass a broad set of competencies. Therefore, the assessment strategies in our curriculum must be creatively tailored to be congruent with those goals. Students must satisfactorily complete all components of the educational program in a timely fashion to be eligible for promotion and graduation. In keeping with the goal of a balanced and coherent educational program, the school seeks to identify potential academic problems early and provide non-prejudicial intervention as necessary to assist all students in meeting academic standards.

The Student Learning Assessment process at SJBSM is based on the concept of multiple methods multiple times to assess required competences. Assessment strategies include, but are not limited to written, oral, performance-based assessments, group work, portfolios, OSCE, research and community projects. Student performance is assessed by a variety of methods with special emphasis on scientific reasoning, comprehension, and problem solving.

In the MD program, biomedical courses include comprehensive written examinations at the end of each system block of the curriculum with participation of different courses. The Office for Student Learning Assessment provides faculty support to develop appropriate assessment strategies and tools according to the educational goals. The school sets the performance of students based on a criteria-based method. Additionally, since 2008 students admitted to the MD program are required to approve the United States Medical Licensing Examination (USMLE) Step 1 given by the National Board of Medical Examiners (NBME) for promotion to third year, and the USLME Step II CK prior to graduation. Students are also required to take a Clinical Skills Competence Exam (CCX) at the end of their second year; an Objective Structured Clinical Examination in the core third year clerkships, and a Comprehensive Exam of Clinical Performance (CPX) at the end of third year.

Assessment methods

Student assessment within SJBSM is based in the concept of multiple methods /multiple times to assess required competencies. Assessment strategies include, but are not limited to written exams, oral presentations, performance-based assessments, group work, portfolios, research and community projects. Student performance is assessed by a variety of methods with special emphasis on scientific reasoning, comprehension, and problem solving.

Midterm Reports

At midterm of the course or clerkship each Course/Clerkship Director or Program Coordinator must provide a detailed report of student performance throughout the course. For MD students, the report will include both summative and formative results, and a narrative description of student performance for clerkships, with pertinent recommendations. The reports are intended to improve academic performance and will be submitted electronically. Students are required to access this information frequently in the electronic programs provided by the school, so must have an idea of their progress. The Office of the Academic Dean will have access to the student assessment results in order to consolidate this information for pertinent evaluation.

Final Reports

Program faculty, Course or Clerkship Coordinators report grades promptly to the Registrar at the end of each course or clerkship, according to the scheduled date in the academic calendar, using the official format. Final course reports will include both numerical (score) and grade results. Final grades should be available to students no later than 6 weeks after the end of each course. For MD students in third- and fourth-year clerkship, final grades will be available four weeks after the shelf test grades are reported. Student Assessment results are communicated among relevant members of the different academic units to allow appropriate monitoring of student learning progress as well as continuous improvement of the curriculum. Students who have remediable academic difficulties are referred to the Deanship of Student Affairs for. academic assistance that includes tutoring, academic skill development counseling, and monitoring progress.

In addition to the above-described information, each final report of the MD academic progress for first and second year will include the evaluation corresponding to those activities developed in the Preceptorship Axe. This information will be provided by the Preceptorship Program Coordinator. Clerkships will also include narrative evaluations. Copies of the consolidated narrative report will be submitted to each student and to the Registrar to be kept in the official academic record.

Curriculum Assessment

In agreement with faculty of designated course, the Course Director or Program Coordinator will develop a draft evaluation of the course, including several measures and methods aligned with the course objectives, according to the institutional guidelines. The guidelines will be shared with all appropriate teaching faculty in the designated course, with an explanation of how the guidelines represent the content that faculty are accountable for teaching. Faculty members are invited to collaborate in modifying or creating new

assessment methods. The corresponding Curriculum Committee approves the evaluation, distribution and components of each course. Course Director or Program Coordinator maintains final authority over design and inclusion of assessment measures and methods for the course.

Professionalism Assessment

Professionalism is one of eight competency domains incorporated in the SJBSM curriculum. Students' professional performance is measured across all curricular units in multiple settings taking into consideration the following components: altruism, duty (reliability and responsibility), excellence (self-improvement and adaptability), respect for others and, honor and integrity. To pass the professionalism component students must comply with the ethical standards of the profession and the SJBSM Honor Code. The Code of Honor is an individual and collective commitment followed by all students enrolled in SJBSM. Students are expected to adhere to the Honor Code, confront and report violations of the code to school authorities. The Code includes a commitment to non-discrimination, confidentiality, professional demeanor, non-misrepresentation, honesty, consultation in lack of knowledge, avoidance of conflict of interests, intolerance of sexual misconduct, avoidance of impairment, adequate and constructive criticism of colleagues, integrity in research, constructive evaluation and feedback, appropriate exchange of knowledge, and responsibility to the profession. The following behaviors, among others, constitute violations to the Code of Honor: plagiarism in any form either in an active or passive way, violation to intellectual property, alteration of any academic registry or official document, non-authorized assistance to complete any academic endeavor, verbal or physical violence towards any patient and/or member of the school's community (administration, faculty and student body), violation to medical files, violation to the norms of medical ethics and respect to the patients, and complicity in violation of the Code of Honor. To read SJBSM Code of Honor, refer to page 79 of this Handbook.

Promotion

The Student Evaluation and Promotion Committee (SEPC) is responsible for evaluating and recommending the promotion of students throughout the different stages of study. Promotions are granted at the end of each academic year, following compliance with established criteria, including satisfactory completion of all requirements of the previous year. The minimum cumulative grade point average required to be promoted to the next year varies in each program.

Grading system

Grades are determined based on the following scale:

Grade Range	Letter
90 – 100	**A**
89 – 80	**B**
79 – 70	**C**
69 – 60	**D**
59 – 0	**F**

A particular course may adjust the standard scale for specific evaluations; however, the official report will be made in the standard scale after appropriate conversion. The standard or any deviation from the standard should be communicated to students at the beginning of the course. The Curriculum Committee must approve any course seeking to use an alternative grading scale (e.g. Pass/Fail).

SJBSM uses the following grading system:

A = Excellent	IP = In Progress
B = Good	NP = Not Passed
C = Satisfactory	R = Repeated
D = Deficient	T = Transferred
F = Failed	NR = Not Registered
I = Incomplete	U = Unauthorized
P = Pass	W = Withdrawal

The Registrar may assign temporary administrative grades such as:

"IP" – In progress for when a grade has not been reported.
Withdrawal (W) for when a student withdraws from a course.
Incomplete (I) for when the student has not met all requirements for a course for compelling reasons such as but not limited to, family or medical emergencies. Some institutional circumstances may be reason to report (I) grades. Students who receive a grade of "I" (Incomplete) must complete the pending academic work before the established deadline for each program otherwise, they will receive a grade of "F" in the course.

SATISFACTORY ACADEMIC PROGRESS (SAP)

To meet the federal requirements and comply with the U.S. Department of Education requirements for eligibility for federal student financial aid, the San Juan Bautista School of Medicine has established a Satisfactory Academic Progress Policy. The federal student aid program of Title IV requires that each student receiving aid funds meets the criteria established in the Satisfactory Academic Progress Policy (SAP). This policy applies to all students enrolled in our institution, regardless of the program and the funds used to pay institutional fees. The Satisfactory Academic Progress Policy of SJBSM has seven (7) important elements:

Element #1: Completed Credits and Minimum Grade Point Average

The first factor to consider in the evaluation is the number of completed credits, compared with the number of credits attempted by each student. Annually the San Juan Bautista School of Medicine will determine the satisfactory academic progress of each student, in which the student must meet the required credits established by year of study. SJBSM considers as attempted credits the following: completed courses, failed courses, repeated

courses, withdrawals, and incomplete courses at the moment the satisfactory academic progress of each student is evaluated.

MD PROGRAM

Year of Study	Minimum Percentage of Completed Credits	Minimum Grade Point Average
	Students must complete all courses per academic year	2.5

DNP PROGRAM

Year of Study	Minimum Percentage of Completed Credits	Minimum Grade Point Average
1	75%	3.25
2	75%	3.25
3	75%	3.25
	-----	3.25

MPH PROGRAM

Year of Study	Minimum Percentage of Completed Credits	Minimum Grade Point Average
1	50%	2.5
2	100%	3.0

BSN PROGRAM

Year of Study	Minimum Percentage of Completed Credits	Minimum Grade Point Average
1	27%	2.5
2	50%	2.5
3	77%	2.75
4	-----	2.75

Element #2: Maximum Time Frame in Credits

A student is expected to complete the academic program in a maximum time frame of 1.5 times the length of the program in credits, and is breaks down for each program as follows:

MD PROGRAM

178 credits x 1.5 = 267 credits (maximum time frame) in six (6) years.

DNP PROGRAM

78 x 1.5= 117 credits (maximum frame time) in 3.5 years.

*For transfer students the maximum time frame will be determined by subtracting the number of credits accepted from the total program (78) credits.

MPH PROGRAM
58 credits x 1.5 = 87 credits (maximum time frame) in three (3) years.

BSN PROGRAM
120 credits x 1.5 = 180 credits (maximum time frame) in six (6)

Element #3: Maximum Chronological Time

To establish the maximum chronological time allowed within this policy, the possibility of a leave of absence of one year or a change of program has been considered. Students that participate in the Title IV Program will only be covered for five years.

MD Program	Maximum Chronological Time to Complete Program
Four-Year Regular Program	Maximum Time of Six Years

DNP Program	Maximum Chronological Time to Complete Program
Three-and a Half Year Regular Program	Maximum Time of Five and a Half Years

MPH Program	Maximum Chronological Time to Complete Program
Two-Year Regular Program	Maximum Time of Three Years

BSN Program	Maximum Chronological Time to Complete Program
Four-Year Regular Program	Maximum Time of Six Years

Element #4: Probation and Dismissal

If a student does not comply with SAP policies, in terms of approved credits and minimum grade point average (element #1) or does not complete the program by the maximum time frame established (element #2) or does not complete the program by the maximum chronological time established (element #3), the student will be referred to the Student Evaluation and promotion Committee. The SEPC will determine if the student is to be placed in probation or dismissed from the institution. The SEPC will notify the student of

the final decision. Students may appeal as established in the Executive Order 2016-01: Due Process Policy.

When evaluations are submitted, if a student is identified to be at risk of not meeting the SAP at the end of the year, then the student will be placed on a financial aid warning. The status of financial aid warning will be valid for one payment period only. Students who at the end of the academic year fail to meet SAP requirements will lose their eligibility for financial aid. Students may appeal the decision of ineligibility based on injury, illness, death of a relative, and/or any other special circumstance. To do so, the student must submit a letter to the Financial Aid Director stating how these events altered his/her capacity to meet the satisfactory progress policies and specifying the changes that have occurred that will allow him/her to fully comply with the requirements in the next academic period. Evidence of the changes and events must be made available for the appeal. If the school approves the petition, the student will be granted a financial aid probation status for one payment period. During this time, the student will be eligible for financial aid. The student will retain his/her eligibility only when actions have been taken to fulfill the satisfactory progress policies.

Element #5: Veterans

The elements that establish the maximum time frame and the maximum chronological time to complete each program do not apply to veterans' aid beneficiaries. These students must complete the program during the regular time established in the curricular scheme. They will not be able to continue receiving financial aid for those credits that exceed the regular curricular scheme and time frame.

Element #6: Enrollment Status Classification

The number of credits enrolled in the program will determine the definition for a student to be considered as a full-time or partial-time student. Policy is as follows:

MD PROGRAM

Type of student	Number of credits
Full-time	One (1) or more

DNP PROGRAM

Type of student	Number of credits
Full-time	Twelve (12)
Three fourth times (75%)	Nine (9) – Eleven (11)
Half time (50%)	Six (6)
Less than Half time	Less than six (6)

MPH PROGRAM

Type of student	Number of credits
Full-time	Six (6) or more
Three fourth times (75%)	Five (5)
Half time (50%)	Three (3) – Four (4)
Less than Half time	Two (2)

BSN PROGRAM

Type of student	Number of credits
Full-time	Twelve (12) or more
¾ time (75%)	Nine (9) – Eleven (11)
½ time (50%)	Six (6) – Eight (8)
< ½ time (<50%)	Less than six (6)

Element #7: Changes to the Academic Program or Requirements

Any changes made to the academic program or to the requirements for program completion will apply only to those students admitted on or after the effective date of the curricular program changes.

EXAMINATION POLICY AND ACCOMMODATIONS IN THE ASSESSMENT PROCESS

- All students must take the examinations in the assigned facility on the scheduled date and time. Students who are not able to take an examination at the scheduled date due to illness, emergency or extraordinary circumstances must contact the Deanship of Students Affairs as soon as possible.
- Valid medical and legal excuses will be required when absence is due to these reasons.
- Students should abide by the established guidelines to identify what constitutes extraordinary circumstances. When deemed appropriate, the student will be granted official approval to defer the examination.
- The student will be expected to take the exam on the official scheduled date and is bound by his/her honor not to look, discuss or review published answers to corresponding exam discussed by students who already took the exam.
- Use of any electronic devices will not be allowed during exams. Examples of prohibited devices are cell phones, iPods, personal digital assistants, and headphones. Disciplinary measures will be adopted in such cases.
- Failure to comply with the above-described process may result in an "F" grade for that assessment tool.
- SJBSM has an institutional policy to comply with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and other relevant state and federal laws concerning accommodations for students with disabilities (Executive Order #2007-01). The Student Program Director, Yaidy L. Cruz Cordero, M.Ed.,

(ylcruzcordero@sanjuanbautista.edu) is responsible for processing and implementing approved accommodations for students with disabilities (refer to pertinent institutional policy)

- For students in the MD program:
  - all of the written performance-based assessment evaluations will be administered in proctored settings in the Center for Access of Information (CAI) and are expected to represent each student's own work.
  - All National Board of Medical Examiners (NBME) Tests will be administered following NBME guidelines. (Refer to Appendix B)
  - Students are required to sign an Examinee Acknowledgement Form before the examination is administered.

RULES FOR RESCHEDULING ACADEMIC ACTIVITIES

Students are responsible for acknowledging test schedules as posted in the academic calendar, Canvas, Medtrics, in the syllabus, and/or via email. All official communications from the school are sent to the student through the email account assigned by the institution. It is the student's responsibility to keep track of any changes in the schedule and make pertinent arrangements to comply.

SJBSM is aware that special conditions may arise that inhibit the student from fulfilling their academic responsibilities. The following conditions are considered valid reasons for excusing a student from academic activities:

- Medical appointment
- Illness or accident of certain degree of severity that may require hospitalization, emergency room evaluation, and/or to remain bedridden at home
- Illness or accident that may not require hospitalization, emergency room evaluation, and/or to remain bedridden at home, but is of such magnitude that prevents the student from participating in said activity
- Normal and/or complications in pregnancy, childbirth, and postpartum
- Paternity leave
- Religious observations
- Court citations
- Residency interviews
- Participation in the armed forces of the United States of America
- Official participation in academic or university state, national or international forums
- Death or funeral of a close family member
- Illness or accident of a close family member that occurs on the same date of the academic activity
- Significant catastrophe or event that causes severe stress such as household destruction by fire, atmospheric events, floods, landslides, or other

In the event that a student may need an excuse, they must visit the Deanship of Student Affairs to obtain one. Students must provide evidence of the reason that justifies their absence in order to be excused. If the event occurs unexpectedly, the student must notify the Course/Clerkship Coordinator, faculty member and/or the Deanship of Student Affairs at 787 743-3038 Ext. 255 or 256. Once the event is resolved, the student must submit evidence to the Deanship of Student Affairs in order to be excused. Examples of valid excuses are:

- Medical excuse NOT issued by a relative, SJBSM faculty or attendings
- Funeral certification in case of death
- Official document and /or certification in case of forums, armed forces, sporting events, court citations, etc.

MD PROGRAM
REMEDIAL WORK, RE-EXAMINATION AND DETERMINATION OF FINAL GRADES

MD Biomedical Sciences

Students who obtain a final grade of "D" in the written exam portion of any course will have the opportunity to take a remedial comprehensive exam, according to the schedule posted by the Year Curriculum Subcommittee. The student must pass this comprehensive exam with a "C" grade or higher; otherwise, the student is considered to have failed the course. Regardless of the passing grade obtained in the comprehensive exam, the students' final grade for the course will be a "C" (70%). This does not apply to courses related to Research, Community Medicine, Professionalism, Introduction to Clinical Skills and Clinical Diagnosis. Students are allowed to remediate a maximum of two courses. Students that need to remediate more than two courses will be referred to the Evaluation and Promotion Committee.

Students who obtain a final grade less than 59.5% will receive an "F" and must repeat the course. Students who fail a course will have to register for the course again, pay corresponding fees, complete and pass the course before being promoted. Students who are interested in repeating a failed course at another school of medicine should apply in writing for authorization by the Academic Dean before registering. The Academic Dean will evaluate such applications, and students will be notified in writing of the decision. Authorized courses will be of the same academic level and offered by medical schools accredited by the Liaison Committee on Medical Education (LCME). Grades of repeated courses in other medical schools are to be officially notified by the Registrar's Office of said school directly to San Juan Bautista School of Medicine. The Registrar's Office will not register grades of courses that have not been authorized according to the institution's procedures. Repeated courses will be recorded with an "R" next to the grade obtained. When calculating the students point average, the "F" grade will not be included. A student will be allowed to repeat a failed course only once.

If the student does not approve the repeated course, the SEPC will evaluate the student's academic record to determine if the student must repeat the year or withdraw from school. A student will be allowed to repeat only one year and only for justifiable reasons. The SEPC will notify the student of the final decision. Students may appeal the decision as established in the Executive Order 2016-01: Due Process Policy.

When a student is required to repeat the academic year, they will have the option of repeating a course that was not failed. In these circumstances, the final grade of the course not failed will be the score obtained after repetition. The previous grade will not be included when calculating the student's grade point average. Students participating in Title IV Program should be aware that courses that were not failed will be covered by federal funds only for one repetition.

A student is allowed to repeat only one year and only for justifiable reasons. The SEPC will consider each case on an individual basis and inform the student of the decision. Students may appeal the decision through the procedures designated in the Executive Order 2016-01: Due Process Policy.

MD Clinical Sciences

Students will be promoted to Clinical Sciences courses after completing and passing Biomedical Science courses with a minimum GPA of 2.50; taken and passed Step I; and have maintained a satisfactory record of professional behavior and attitudes. Students who finish Biomedical Science courses in academic probation will not be promoted to Clinical Science courses.

The evaluation of the student's performance during clerkships includes practical clinical aspects, an Objective Structured Clinical Exam (OSCE), a written examination and a professional behavior assessment. The student must complete the clinical case presentations and pass the clinical competence requirements prior to taking the final written examination. The students' evaluation will include a narrative description of their clinical performance in all the required competencies.
For third- and fourth-year students in Clinical Sciences, the final grade will be the result of the following formula:

Subject exams from the NBME	30%
Grade for practical evaluation:	70%
OSCE	20%
Overall Performance Evaluation	25%
Formal Case Presentation	10%
Virtual patients	10%
Logbook	5%
Professionalism	Pass/Fail

To complete and pass the rotation, the score for ***each*** of these components must be 70% or higher, and the final overall grade must be of "C" (70%) or higher.

Students who obtain a score of 69.4% or lower in the Subject Exam must pay for and take an NBME remedial. Regardless of the grade obtained by the student in the remedial exam, the highest grade the student will receive credit for is "C" (70%). A student who fails the Subject Exam on two (2) occasions must repeat the clerkship.
Students who obtain a score of 69.4% or lower in the OSCE must take a remedial OSCE. Regardless of the grade obtained by the student in the remedial OSCE, the highest grade the student will receive credit for is C (70%). A student who fails the OSCE on two (2) occasions must repeat the clerkship.

Students who are absent to the Subject exam and/or OSCE and present an excuse from the Deanship of Student Affairs will be allowed to take at a later date without penalty in the final grade. If a student is absent or late to a Subject Exam or OSCE without justification, they must pay for and take an NBME remedial. Regardless of the grade obtained by the student in the remedial exam, the highest grade the student will receive credit for is "C" (70%).

Students will not receive credit for any Virtual Patient case (MedU) for which the level of engagement is low. This component will be evaluated by the Clerkship Director.

To pass the professionalism component of the Overall Student Performance Evaluation, the ***five (5)*** elements of criterion must receive a score of "Above Expectation" or "As Expected". If ***any one*** of the five elements receives a score of "Below Expectation" the student will have failed this component and will have to repeat the rotation.

Students who fail a clinical clerkship or elective shall repeat the rotation. The student must register, pay the corresponding fees, complete and pass the clerkship/elective before being promoted. The repeated clerkship/elective will be recorded in the academic record with an "R" next to the grade obtained. A student will be allowed to repeat the clinical clerkship or elective only once. In the event that a fourth-year student decides to take a different subject elective other than the one that was failed, the "F" grade of the previous elective will be included when calculating the student's grade point average.

Students who fail two (2) consecutive clerkships will be individually evaluated by the SEPC to determine whether they must repeat the year or withdraw from school. A student is allowed to repeat only one year and only for justifiable reasons. The SEPC considers each case on an individual basis and informs the student of the decision. Students may appeal the decision through the procedures designated in the Executive Order 2016-01: Due Process Policy.

DNP-AGPCNP PROGRAM
REMEDIAL WORK, RE-EXAMINATION, AND DETERMINATION OF FINAL GRADES

DNP-AGPCNP students have been oriented, prior to commencing clinical practice, on the following rules and regulations: Confidentiality and Privacy of Client Information The student is expected to adhere to the ANA Code for Nurses. Confidentiality is the protection of a client's privacy through careful use of oral and written communications. The client's right to privacy is safeguarded by judicious protection of confidential information. An individual can withhold any personal information desired. Nursing students must be especially careful regarding the invasion of the client's privacy. Students should use only initials of the client when completing history forms, care plans, and any other documents that are part of their educational experience. The graduate student is particularly concerned with the process of informed consent in the implementation of research during completion of the research project. Some students choose to conduct their research project at the clinical setting. This needs to be approved by their research faculty. Always remember that in regard to documentation, a copy of SOAP notes is to be submitted with the clinical logs.

General Parameters of Course evaluation

All the activities will be scheduled according to course content and objectives**.**

- Oral and written reports: the student will follow the instruction and criteria as required to complete the report. Professors will give students feedback within a two-week period for the course evaluation. The evaluation will be performing at a standardized manner.
- Quizzes Student will take pre-lecture or post lecture quizzes as part of the course activities. The order of the quiz will be determined by the professor that gives the lecture. Student will be informed of the quiz date.
- Exams: Written/computer test will be given as scheduled. Comprehensive exam will be given at the end of the Nursing courses. **AGPCNP National Certification exam model question will be used.**
- Progress report: A grade progress report will be given to all students at the middle and at the end of the course before the final exam.
- Community Service: Since our School is defined as a "community-based institution". Community Service is an institutional project that involves all the constituencies with different actions and activities related to the community initiative.
- Team base learning: Academic competence assessment (ACA) Students will work in teams to engage in problem solving of clinical cases, for horizontal and vertical integration and application of knowledge acquired.
- Professional Behavior: It will be evaluated through all semester and for all courses. All course coordinators will have a semester meeting using an institutional form CE-011 to evaluate this topic. One grade will be sent to each course.

- OSCE (Standardized Patient) Formative Exams - attendance and completion of all is mandatory. The class will be divided into two (2) groups (A and B) for each formative exam. Group A and Group B will be divided into smaller groups, and each will receive a time and date to take the exam. This activity will take place at the Clinical Skills Laboratory, with a standardized patient.
- OSCE (Standardized Patient) Summative Exam – Since its introduction as a mode of students' assessment in medical school in 1975, by Haden and Gleeson, the objective structured clinical examination (OSCE) has become a standard method of assessment in both undergraduate and postgraduate students.
  The OSCE is a versatile multipurpose evaluative tool that can be utilized to evaluate health care professionals in a clinical setting. It assesses competency, based on objective testing through direct observation. It is comprised of several "stations" in which examinees are expected to perform a variety of clinical tasks within a specified time period against criteria formulated to the clinical skill, thus demonstrating competency of skills and/or attitudes. The OSCE has been used to evaluate those areas most critical to performance of health care professionals, such as the ability to obtain/interpret data, problem-solve, teach, communicate, and handle unpredictable patient behavior, which are otherwise impossible in the traditional clinical examination. Definition obtained from: (Oman Med J. 2011 Jul; 26(4): 219–222.doi: 10.5001/omj.2011.55 / PMCID: PMC3191703)

All grades will be considered for the final grade of the course.

Student learning assessment

Student learning assessment is an institutional priority. The assessment process is aligned to the curricular emphases: nursing knowledge, values/ethic, clinical skills, research, inter-professional communication, teamwork and information and technology and community awareness. The School considers student learning assessment as a vehicle for educational improvement, which is based in the following principles:

- Knowledge: Demonstrate understanding and competency in the theory and practice. Describe own role responsibilities, values and scope of practice, effectively to clients, patients and family and other professionals. Describe inter-professional practice theory in respect to the teamwork.
- Skills (apply patient centered care): Demonstrate knowledge and skills in the application of the critical thinking, decision making, and evidenced based practice through the practice experience**.** Describe the role responsibilities and scope of practice effectively, work in collaboration with others, demonstrate leadership, promotion of effective decision making, critical thinking, flexibility and adaptability.
- Values/ethics, Professional conduct: Guided by ethics framework, contribute to ethical reasoning and decision making, accept to respect and values others and their contribution. Exhibit and awareness of their responsibilities (Professional integrity, ethical behavior and the ability to work effectively with others) and engage in a professional conduct including students, faculty and other staff members.

- Inter-professional communication: Contribute to effective communication including giving and receiving feedback. Sharing information, listening attentively and provide feedback.
- Teamwork: Establish and maintain effective working relationship with clients, patients, families and other team member.
- Research (apply evidenced based practice): Apply evidenced based practice and research inquiry to the theory and practice.
- Information and technology: Apply the knowledge and skill of the information and technology to gather data and document the care provided to clients, patient, and families and provide information to team members.
- Apply quality improvement: Develop awareness of performance improvement activities to improve quality of care and keep effective communication with the team member.

Expectations of students (Rules)

Attendance

Attendance at lectures and Laboratory Sessions is compulsory. If a student is absent more than 15% of the time assigned for academic activities (didactic, hands on or clinical practice) without a legal or medical justification, the student will fail the course. Three delays will be considered as one absence.

If a student is absent from an exam or any scheduled activity, there are only two acceptable reasons: medical or legal, so he or she may take a make-up activity. No other excuses will be valid. Medical excuses and legal citations should be signed by authorized physician/personnel, and he/she cannot be a relative of the student and approved by the Dean for Student Affairs. The make-up activity may be oral or written, depending on the decision of the course coordinator. If you are excused or otherwise absent from a test, it is your responsibility to contact the coordinator of the course as soon as possible to arrange a make-up action.

It is important that you understand from the beginning of the course that the attendance requirement for the course will be strictly enforced and is non-negotiable. It is your responsibility to keep track of your own absences. The course coordinator will inform you of your attendance record as a way of warning you in the middle of the course, but you are being warned as you read this document. If you do not fully understand the ramifications that will result from your failure to satisfy the attendance requirement, ask for clarification now. Otherwise, we will assume that you understand and accept this policy as it applies to our course.

If a student is absent from his/her scheduled group presentation in Community Work, he/she will receive a grade of zero (0). There will be no reposition for a student being absent from a quiz or class work.

Class Participation

Active participation is encouraged. It is expected that the students will read the assigned material prior to the classes. Different types of activities will make you able to learn, apply, analyze and synthesize core knowledge. Each class is an opportunity for questions and discussions. The learning goals are only possible if you have an active attitude. All the objectives are your responsibility; therefore, if we do not cover a topic in class, you must study it on your own. Independent study time is provided for such purposes.

It is strictly our policy that everyone in the classroom must turn off all electronics devices during lectures and practical exercises. (Cellphones, pagers, and beepers among others). The use of computer or laptops in the classroom will be limited to taking notes during the lectures; any other activity can be penalized with an absence on the student record.

Questions from the students during the lecture, laboratory periods and Academic Competence Enhancement sessions are allowed.

Students are expected to participate in small group projects that involve problem solving of clinical cases.

Students are also expected to fulfill the community work requirement for the course.

Professional Behavior

Academic Integrity

Your professional formation is exclusively your responsibility. An excellent physician is ethical, honest, professional and responsible in all life acts. Plagiarism, cheating or falsification in exams and academic works represent a serious failure. This type of problem will be forwarded to the Chair of the Department, (if deemed necessary, to the curriculum, promotions and assessment committee), for their respective disciplinary process, which may include course failure, lowering of final grade, failure (F grade) assignment or project, suspension or expulsion from the School.

- Cheating includes the actual giving or receiving of any unauthorized aid or assistance or the actual giving or receiving of any unfair advantage on any form of academic work or attempts thereof.
- Plagiarism includes the copying of the language, structure, programming, computer code, ideas, and/or thoughts of another and passing off the same as one's own original work or attempts thereof. There are many ways of plagiarism. Plagiarism includes:
- Copying - use of a text without indicating that you are using other individual’s words and phrases.
- Paraphrasing - use of the argument, detail or meaning of a text without proper attribution.
- Summarizing - use of summary of a text without appropriate attribution

- Cobbling - putting together arguments from several sources without appropriate attribution to each source.
- Collusion - working on assignments with other students (except group work) or submitting very similar assignments.
- Falsification - includes the statement of any untruth, either verbally or in writing, with respect to any circumstances relevant to one's academic work or attempts thereof. Such acts include, but are not limited to, the forgery of official signatures; tampering with official records; fraudulently adding, deleting, or manipulating information on academic work, or fraudulently changing an examination or other academic work after the testing period or due date of the assignment.

Details of all suspected violations of academic integrity will be reported in a memorandum to the Academic Dean and to the Dean of Students, through the Dean of Basic Sciences.

Code of Honor

The Code of Honor is an individual and collective commitment of all the students enrolled at the San Juan Bautista School of Medicine. This includes:

- Commitment to honesty and integrity with academic responsibilities, including examinations, reports, presentations, class work, group work, patients care, and others.
- Commitment to always maintain an integral, honest and respectful behavior according to the ethical and social coexistence norms, which include contact with professors, fellow students, patients, and administrative staff.
- Commitment to oversee that other student observes the Code of Honor.
- The Faculty manifests their commitment with Code of Honor, and the trust in the students' honor, which facilitate the optimum conditions for its compliance.
- The Faculty will oversee that other members of the academic community observe violations of the Code of honor are among others:
- Any way of plagiarism; both active and passive.
    - Breach of intellectual property.
    - Non-authorized help in the preparation of any academic assignment.
    - Verbal or physical violence against any member of the academic community and patients.
    - Violation of medical records.
    - Violation to the rules of medical ethics and respect to patients.
    - Complicity in the violation of the Code of honor.

Recording and Duplication of Course Materials

Lecture presentations, handouts, notes and other materials are property of the instructor. The instructor determines whether or not to provide handouts of the lectures to the students. The recording and duplication for commercial use is not permitted. All the materials will be available at the library for academic use. Commercial note-taking services are prohibited.

Dress Code

See rules and regulations established in the Student's Manual Rules and By-laws.

Student Uniform

- Students in all clinical settings must carry SJBSM identification and wear a name pin.
- Students must comply with parking and security regulations as specified at each agency.
- Graduate students should wear attire appropriate to the clinical site and clinical activities to be accomplished
- The students may wear a laboratory coat with the appropriate identification. Population/Public Health students may wear attire deemed appropriate for the activity by their clinical preceptor and faculty.
- Artificial nails are prohibited. Fingernail polish, long fingernails, excessive makeup, jewelry and rings other than wedding or class rings are not appropriate for the clinical setting.
- Students with long hair will wear their hair so that it does not fall on the collar. Student attire will be neat and clean at all times.

Faculty reserve the right to dismiss a student from the clinical area, if in their judgment, the student does not appear professional.

Laboratory Security

Student will be compliant with laboratory rules, laboratory coat, and use Protective equipment as requested by professor to comply with Safety Standards and OSHA.

Community Service

Since our School is defined as a "community-based institution", Community Service is an institutional project that involves all constituencies with different actions and activities related to the community initiative. It is expected that through diverse strategies, the student will sense his\her original commitment to society.

Course Evaluation

Student satisfaction surveys about courses and faculty

Students' opinions are of great importance for the institution. The institutional assessment plan and corresponding procedures establish that the student satisfaction surveys are done at midterm and at the end of each course.

The final satisfaction survey is developed some time after the course has ended to improve objectivity in the students' answers. The final results are presented and discussed in the curriculum committees, to improve the subsequent editions of the courses and the continuous faculty development.

MPH PROGRAM
REMEDIAL WORK, RE-EXAMINATION, AND DETERMINATION OF FINAL GRADES

Students from the Master in Public Health program must pass all core courses with a minimum of 80% or higher (MPH 3101 Fundamentals of Public Heath, MPH 3205 Introduction to Environmental Health, MPH 3102 Statistical Methods I, MPH 3102 L Laboratory of Statistical Methods I, MPH 3103 Epidemiologic Methods 1 & 2, MPH 5401 Social Behavior in Public Health, and MPH 5301 Strategic Management of Health Services) and all non-core courses with a grade of 70% or higher. Students who do not comply with the minimum grade required for core and non-core courses will have to repeat the course. Grades will be determined based on the following scale:

Grade Range	Letter
90 – 100	**A**
89 – 80	**B**
79 – 70	**C**
69 – 60	**D**
59 – 0	**F**

Professionalism

Students will not receive credit for professional conduct. To pass the professionalism component students must comply with the ethical standards of the profession and the SJBSM Honor Code. The Code of Honor is an individual and collective commitment followed by all students enrolled in SJBSM. Students are expected to adhere to the Honor Code, confront and report violations of the code to school authorities. The Code includes a commitment to non-discrimination, confidentiality, professional demeanor, non-misrepresentation, honesty, consultation in lack of knowledge, avoidance of conflict of interests, intolerance of sexual misconduct, avoidance of impairment, adequate and constructive criticism of colleagues, integrity in research, constructive evaluation and feedback, appropriate exchange of knowledge, and responsibility to the profession. The following behaviors, among others, constitute violations to the Code of Honor: plagiarism in any form either in an active or passive way, violation to intellectual property, alteration of any academic registry or official document, non-authorized assistance to complete any academic endeavor, verbal or physical violence towards any patient and/or member of the school's community (administration, faculty and student body), violation to medical files, violation to the norms of medical ethics and respect to the patients, and complicity in violation of the Code of Honor. For more details related to the School Code of Honor see rules and regulations established in the Student's Handbook section.

Participation

Active participation is encouraged. It is expected that the students will read the assigned material prior to the classes. Different types of activities will make students able to learn, apply, analyze, and synthesize core knowledge. Each class is an opportunity for questions

and discussions. The course learning objectives are only possible if students have an active attitude. Students are expected to participate in small group projects that involve problem solving of public health cases. Students are also expected to fulfill the community work requirement (if applicable) for the course.

Attendance

Punctual attendance to all distance education synchronous courses is mandatory. Attendance is considered when you are logged into Zoom platform with camera turn on and active in Canvas (i.e., posting assignments, taking quizzes, or completing Discussion Boards). If a student is absent more than 15% of the time assigned for such activities without a valid reason, the student will fail the course. Three delays to active learning activities will be considered as one absence (General Student Regulations Chapter II Students Rights, Duties and Responsibilities Article II. Student Duties and Responsibilities). To maintain financial aid award eligibility, activity must occur before the census date of the session or term of the course. If you are absent/not active on the course shell, it is YOUR responsibility to let the instructor know immediately, upon your return, the reason for your absence if it is to be excused.

Students are responsible for acknowledging academic activities schedules as posted in the academic calendar, CANVAS, syllabus, and/or, and/or SJBSM official email account. It is the student's responsibility to keep track of any changes in the schedule and make pertinent arrangements to comply. In the event that a student might need an excuse, he/she must contact the Dean of Student Affairs. Students must provide evidence of the reason that justifies their absence in order to be excused. Please contact the Dean of Student Affairs at (787)337-3205, text message (787)430-6684 or email ymiranda@sanjuanbautista.edu.

SJBSM is aware that special conditions may arise that inhibit the student from fulfilling their academic responsibilities. The following conditions are considered valid reasons for excusing a student from mandatory academic activities: Illness or accident of certain degree of severity that may require hospitalization, emergency room evaluation, and/or to remain bedridden at home, Illness or accident that may not require hospitalization, emergency room evaluation, and/or to remain bedridden at home, but is of such magnitude that prevents the student from participating in said activity, normal and/or complications in pregnancy, childbirth, and postpartum, paternity leave, court citations, participation in the armed forces of the United States of America, official participation in academic or university state, national or international forums, death or funeral of a close family member, illness or accident of a close family member that occurs on the same date of the academic activity, significant catastrophe or event that causes severe stress such as household destruction by fire, atmospheric events, floods, landslides, or other.

Do not schedule personal activities (trips, weddings etc.) until pending academic activities have ended. There will be no reposition for a student being absent to a quiz or class work. In the event that a student may need an excuse, they must visit the Dean of Student Affairs Office. Students must provide evidence of the reason that justifies their absence in order to be excused. If the event occurs unexpectedly, the student must notify the faculty member

and/or the Deanship of Student Affairs at 787 743-3038 Ext. 255 or 256. Once the event is resolved, the student must submit evidence to Dean of Student Affairs in order to be excused. Examples of valid excuses are medical excuse not issued by a relative, SJBSM faculty or attendings, funeral certification in case of death, and official document and /or certification in case of forums, armed forces, sporting events, court citations, etc. Students who do not follow the established procedure will have a zero on the exam or assessment.

Incomplete

Students obtain an incomplete (I) when they have not met all requirements for a course for compelling reasons such as but not limited to family or medical emergencies. Some institutional circumstances may be reason to report (I) grades. Students who receive a grade of "I" must complete the pending academic work before the established deadline for each program otherwise, they will receive a grade of "F" in the course.

Grade Appeal

Students have the right to appeal a final grade if they deem necessary. Students may appeal a course final grade or summative evaluation directly to the course instructor in writing within ten (10) business days of receipt of the final grade. Students must include a specific rationale for why its answer is correct (e.g., a reference to a specific page in the textbook). The course instructor will evaluate the appeal and submit an answer within ten (10) business days of receipt of the appeal. If not satisfied with the results, the student may appeal to the corresponding Dean. If the concern is not reconciled after the due process, students may appeal to the President whose decision is final and non-appealable. Grade appeals at the end of the trimester for past materials will not be accepted. For more details, refer to **Executive Order 2018-02.**

BSN PROGRAM
REMEDIAL WORK, RE-EXAMINATION, AND DETERMINATION OF FINAL GRADES

Attendance

Attendance to lectures and Laboratory Sessions is compulsory. If a student is absent more than 15% of the time assigned for academic activities (didactic, hands on or clinical practice) without a legal or medical justification, the student will fail the course. Three delays will be considered as one absence.

If a student is absent from an exam or any scheduled activity, there are only two acceptable reasons: medical or legal, so he or she may take a make-up activity. No other excuses will be valid. Medical excuses and legal citations should be signed by authorized physician/personnel, and he/she cannot be a relative of the student and approved by the Dean for Student Affairs. The make-up activity may be oral or written, depending on the decision of the course coordinator. If you are excused or otherwise absent from a test, it is your responsibility to contact the coordinator of the course as soon as possible to arrange a make-up action.

It is important that you understand from the onset of the course that the attendance requirement for the course will be strictly enforced and is non-negotiable. It is your responsibility to keep track of your own absences. The course coordinator will inform you of your attendance record as a way of warning you at the middle of the course, but you are being warned as you read this document. If you do not fully understand the ramifications that will result from your failure to satisfy the attendance requirement, ask for clarification now. Otherwise, we will assume that you understand and accept this policy as it applies to our course.

If a student is absent from his/her scheduled group presentation in Community Work, he/she will receive a grade of zero (0). There will be no reposition for a student being absent to a quiz or class work.

Participation

Active participation is encouraged. It is expected that the students read the assigned material prior to the classes. Different types of activities will make you able to learn, apply, analyze, and synthesize core knowledge. Each class is an opportunity for questions and discussions. The learning goals are only possible if you have an active attitude. All the objectives are your responsibility; therefore, if we do not cover a topic in class, you must study it on your own. Independent study time is provided for such purposes.

It is strictly our policy that everyone in the classroom must turn off all electronics devices during lectures and practical exercises. (Cellphones, pagers, and beepers among others). The use of computer or laptops in the classroom will be limited to taking notes during the lectures; any other activity can be penalized with an absence on the student record.

Questions from the students during the lecture, laboratory periods and Academic Competence Enhancement sessions are allowed. Students are expected to participate in small group projects that involve problem solving of clinical cases. Students are also expected to fulfill the community work requirement for the course.

Professional Behavior

An excellent physician is ethical, honest, professional, and responsible in all life acts. Plagiarism, cheating or falsification in exams and academic works represent a serious failure. This type of conduct will be forwarded for the respective disciplinary process, Details of all suspected violations of academic integrity will be reported to the Deanship of Student Affairs.

Students are expected to abide by the ethical standards of the profession and the SJBSM Honor Code. The Code of Honor is an individual and collective commitment followed by all students enrolled in SJBSM. Students are expected to adhere to the Honor Code, confront and report violations of the code to school authorities. The Code includes a commitment to non-discrimination, confidentiality, professional demeanor, non-misrepresentation, honesty, consultation in lack of knowledge, avoidance of conflict of interests, intolerance of sexual misconduct, avoidance of impairment, adequate and constructive criticism of colleagues, integrity in research, constructive evaluation and feedback, appropriate exchange of knowledge, and responsibility to the profession. The following behaviors, among others, constitute violations to the Code of Honor: plagiarism in any form either in an active or passive way, violation to intellectual property, alteration of any academic registry or official document, non-authorized assistance to complete any academic endeavor, verbal or physical violence towards any patient and/or member of the school's community (administration, faculty and student body), violation to medical files, violation to the norms of medical ethics and respect to the patients, and complicity in violation of the Code of Honor. For more details related to the School Code of Honor see rules and regulations established in the Student's Handbook section.

General Sciences

Students who obtain a "D" grade in any course will be given a comprehensive exam, according to the schedule posted in the BSN academic calendar. Students must pass the exam with a "C" grade our higher otherwise the student is considered to have failed the course. Regardless of the grade obtained in the comprehensive exam, (A, B, or C) the final grade for the course will be a "C".

Nursing Sciences

The evaluation of the student's performance during rotations includes clinical competencies, and written examinations and report. The student must complete all the summative evaluation requirements prior to taking the Assessment Technology Institute-Clinical Skill Competencies Examination.

The evaluation of students will include a narrative description of clinical performance in all the required competencies.

For the nursing courses, the final grade will be the result of the following formula:

Grade for summative evaluations	50%
Grade for practical evaluation	50%

A student who obtains a "D" grade in the summative evaluation will have the opportunity to be reexamines. The student must past this second exam with a "C" grade or higher otherwise the student is considered to have failed the course, and the student will have to register, pay, and repeat the rotation. Regardless of the grade obtained in the comprehensive exam, (A, B, or C) the final grade for the course will be a "C". The obtained grade should be determined using a fair percentage scale. The following scale will be used to calculate the percentage of the obtained grade when reporting the final grade.

Percentage of Replacement Exam	Final percentage for "C" grade
90% - 100%	79%
80% - 89%	75%
70% - 79%	70%

Students who receive a "F" grade in the summative evaluation must register, pay, and repeat the rotation, including all clinical experiences.

Students who receive a "D" grade in the practical evaluation must register, pay, and repeat the rotation.

Students who fail two rotations will be individually evaluated by the SEPC to determine whether they must repeat the semester or withdraw from school. A student is allowed to repeat one semester and only for justifiable reasons. The SEPC considers each case on an individual basis and informs the student of the decision. Students may appeal the decision through the procedures designated in the Executive Order 2016-01: Due Process Policy.

LEAVE OF ABSENCE, WITHDRAWAL AND READMISSION

SJBSM expects its students to maintain continuous registration in the respective academic programs. However, the institution acknowledges with this policy, that it is sometimes necessary or desirable for a student to take a leave for a pre-determined period of time, or withdraw completely from the academic program. This policy may not be used in lieu of disciplinary action to address any violations of school rules, regulations, policies, or practices.

Leave of Absence (LOA)

A LOA is intended for active students in good academic standing, who need to interrupt their course of studies for a short period of time and intend to return to the Institution immediately after the established timeframe.

Students may be granted a leave of absence for justifiable reasons such as: (a) service in the United States Armed Forces; (b) mayor medical conditions; (c) research; or (d) for personal reasons. A LOA is granted for not more than 180 consecutive days in any 12-month period. Under certain conditions the school may limit time granted for a LOA. No LOA will exceed a twelve-month period. Students who have been out consecutively for a twelve-month period cannot reapply for a LOA and will be referred to the Evaluation and Promotion Committee.

While on a LOA, the student's enrollment status changes from an active student to an inactive student. Inactive students are not considered officially enrolled in the institution and thus are not eligible to receive additional Title IV assistance, institutional health insurance, or be certified for USMLE Steps until student re-enrolls. A LOA may delay graduation, and in some cases, may also alter the chronological time for completion of the degree. No additional charges will be made to a student during a LOA.

A student that is absent without authorization or who does not comply with the conditions of a granted LOA will be administratively dismissed from the School.

Procedures to request a Leave of Absence

The student will meet with the Dean of Student Affairs to receive an individual assessment on how a LOA will affect them. If after the orientation the student is determined to proceed with a LOA, they must submit application with an explanation of the reasons for the requested leave, the expected length of the leave, and any additional documentation that may be requested. The request will be referred to corresponding officials for final decision. Students must continue their academic program as scheduled while waiting for a response. Failure to do so may result in a dismissal.

Students will be notified in writing by the Dean of Student Affairs of the final decision. If the request is approved, the terms and conditions of the leave shall be set forth in the

approval letter. Student must meet and sign the Memo. Copy of the decision will be sent to the Registrar.

Return from a Leave of Absence

Students are responsible for informing of their return from a LOA. Students who do not inform about their return and/or do not return from a LOA will receive an administrative dismissal. To notify the intention of returning from a LOA, student must submit a letter to the Dean for Student Affairs and the Registrar. In cases when the school grants a LOA under special conditions, student must have complied with said conditions in order to return to school. Return from LOA's are subject to availability of space in course/rotation, unless specified otherwise. Failure to contact the school in writing within the designated time period, and/or failure to return to the school on the expiration date of the LOA without a valid reason may result in an administrative dismissal.

Withdrawals

A withdrawal is generally intended for students who need to interrupt their course of studies for a short period of time and intend to return to the Institution but do not qualify for an LOA; or who need to interrupt their course of studies but do not intend to return to the Institution. Students may withdraw for multiple reasons such as mayor medical conditions, academic reasons, administrative and/or personal reasons.

Students who wish to withdraw from the San Juan Bautista School of Medicine are required to meet with the Dean of Student Affairs for orientation. Withdrawal will be considered effective on the date the withdrawal is approved. Once the withdrawal is approved, the Registrar's Office will contact the student so that they may complete the Withdrawal Request Form. The student must obtain the official signatures indicated on the application and return the completed application to the Registrar's Office. Students who withdraw from the School must return the Identification Card and the Parking Card.

Course Withdrawal

Students must contact the Course Instructor, Advisor or Counselor before initiating the course withdrawal process. They may be able to suggest alternatives to withdrawing that could aid in student success. Students should bear in mind that dropping a course may affect the curricular sequence. It is important for students to verify if the course from which he/she is withdrawing is a prerequisite for a course that he will have to take later. Additionally, it is important to emphasize that the student will have the opportunity to repeat a course twice and will have a maximum of years to complete the degree depending on the program. Students who do not comply with these guidelines will be referred to the Evaluation and Promotion Committee for review and to decide regarding their situation. If students are receiving financial aid, please review the financial aid policies or speak with the financial aid director to learn how this may affect the financial aid eligibility. If after talking with the Course Instructor, Advisor or Counselor, the withdrawal from the course is final, the student must complete the Withdrawal Form and submit it to the Registrar's Office. The student will receive a grade of 'W' on its academic record. Withdrawing will not affect your GPA, but a 'W' will remain on the student permanent record.

Dismissals

SJBSM will dismiss a student who does not meet the criteria for academic and/or professional performance as established by institutional policies. A student who is dismissed for academic and/or professional disqualification is not eligible to apply for readmission.

Students who fail to complete the registration process on the due date, discontinue participating in school activities without authorization, and/or do not return after a leave of absence without any previous communication with school officials, will receive an administrative dismissal. Should the student wish to resume their academic program they will be required to request readmission. Students who fail to comply with the Satisfactory Academic Progress Policy will receive an academic dismissal. Students that receive an academic dismissal are not eligible to apply for readmission for at least one semester.

Students who do not complete the registration process on the due date do not file a request for a leave of absence, and/or do not return after leave of absence, will receive an administrative dismissal. Should the student wish to resume their academic program will be required to request readmission.

A student convicted of a felony or moral depravity will be immediately dismissed from the School. This decision is not subject to appeal.

Any student in Biomedical Sciences who is absent more than 15% of lectures, laboratory sessions or other mandatory didactic activities will be dismissed from the course and will receive an "F" grade. During clinical clerkships, students may not be absent more than 10% of the clerkship period.

Any student in the MPH program who is absent more than 15% of lectures, laboratory sessions or other mandatory didactic activities without an excuse from the Deanship of Students Affairs will be dismissed from the course and will receive an "F" grade.

Any student in the BSN program who is absent without a justifiable reason more than 10% of lectures, laboratory sessions or other mandatory didactic activities will be dismissed from the course and will receive an "F" grade. Students with justifiable motives for the absence must present official excuse from the Deanship of Student Affairs.

Readmissions

San Juan Bautista School of Medicine (SJBSM) welcomes applications from prior students. Students who withdraw due to a mayor medical condition or wish to return after an approved leave of absence that are interested in returning to the institution will be permitted to pre-register for the semester for which they are requesting readmission.

Students seeking readmission after an academic and/or professional dismissal are not eligible to apply for readmission.

General procedures for requesting readmission

Any student who decides to seek readmission must:

a. Write a letter to the Dean for Student Affairs by March 1st of the year in which the student wishes to register. The letter must include: (1) request for readmission; (2) state the reasons for student's previous academic withdraw and difficulties; (3) outline in detail all professional and academic activities conducted since leaving medical school, in particular those that might contribute to successfully returning to the medical school; (4) discuss the resolution of any personal problems that may, in the past, have affected medical school performance; and (5) describe how medical school would be managed, if readmitted, including study habits, learning methods, and examination preparation applications.

b. Complete readmission application with Admissions Office after being refereed by the Dean of Student Affairs.

c. Submit a copy of an official academic transcript if course work that was completed during the time away from medical school.

d. Money order or certified check for $100.00 payable to the San Juan Bautista School of Medicine. This amount is non-refundable.

e. The letter requesting readmission, as well as any supporting documents submitted will be presented to the Student Evaluation and Promotion Committee. The latter Committees have the option of requesting that the student be called and complete a personal interview.

f. The Student Evaluation and Promotions Committee will review each written request considering the students' entire records, including any additional supporting documents submitted. Based on the information provided, the Committee may recommend readmission without conditions, readmission with certain conditions, denial of readmission until further proof of readiness can be established, or denial of readmission.

g. The Chair of the Student Evaluation and Promotion Committee will notify the student in writing of the Committee's decision.

h. Acceptance for readmission will depend on availability of space. Applications for readmission will be kept on file and will be considered in the order received, as positions become available.

i. All students returning from a Withdrawal must re-test to their ability to meet the Technical Standards with or without reasonable accommodation.

j. If granted readmission, the student will be required to adhere to any changes in policy and/or curriculum that occurred during their absence.

k. If granted readmission, the students chronological time for completing the degree will be calculated using initial date of matriculation, not the date of readmission.

l. All students must graduate within the maximum chronological time established of six years after initial matriculation.

m. Repeated courses: students approved for readmission will be re-enrolled in any courses that were graded "W" or "F" at the time of withdrawal. Failed courses will be repeated in their entirety. Both grades will remain on the transcript along

with any subsequent grades. The Student Evaluation and Promotions Committee will determine how much of the course work will need to be repeated to meet the programs requirements. The decision will be made with the recommendations made from the corresponding Deans and based upon Institutional policies.

n. Students whose period of withdrawal is greater than two (2) years must reapply as a first-year student through the Admissions Office.

SJBSM reserves the right to impose any additional conditions and refuse consideration based on the relevant time limit to complete the corresponding program.

MD Program

A request for readmission shall be initiated by a written application to the Dean for Students Affairs. The request will then be referred to both the Admissions Committee and the Student Evaluation and Promotions Committee. The latter Committees will review the request with the Academic Dean, and render a decision based on the academic achievement level of the student during prior enrolment and other relevant factors.

MPH Program

The MPH program welcomes applications from students that have withdrawn due to a medical or other approved leave of absence. The time elapsed from the moment the student withdrew must be not greater than a three-year period. Students seeking readmission after an academic dismissal are not eligible to apply for readmission for at least one trimester.

Students seeking readmission after being out for one trimester or more must request readmission. The following procedure will be taken to evaluate the readmission request:

1. A request for readmission shall be initiated with a written application to the Dean for Students Affairs. The readmission request must be accompanied by a money order or certified check for $100.00 payable to San Juan Bautista School of Medicine. This amount is non-refundable.

2. The request will then be referred to the Student Evaluation and Promotions Committee.

3. The latter Committee will review the request and render a decision based on the academic achievement level of the student during prior enrolment and other relevant factors.

DNP Program

The DNP program welcomes applications from students that have withdrawn due to a medical or other approved leave of absence. The time elapsed from the moment the student withdrew must be not greater than a three-year period. A request for readmission shall be initiated by a written application to the Dean for Students Affairs. The request will then be referred to both the Admissions Committee and the Student Evaluation and Promotions Committee. The latter Committees will review the request with the Academic Dean, and render a decision based on the academic achievement level of the student during prior enrolment and other relevant factors.

BSN Program

Students interested in returning to the SJB BSN curriculum will be permitted to pre-register for the semester for which they are readmitted provided that their withdrawal was due to a medical or other approved leave of absence. Students seeking readmission after academic dismissal are not eligible to apply for readmission for at least one semester.

A request for readmission shall be initiated by a written application to the Dean for Students Affairs and must be accompanied by a money order or certified check for $100.00 payable to San Juan Bautista School of Medicine. This amount is non-refundable. The request will then be referred to both the Admissions Committee and the Student Evaluation and Promotions Committee. The latter Committees will review the request and render a decision based on the academic achievement level of the student during prior enrolment and other relevant factors.

GENERAL REGULATIONS, POLICIES AND PROCEDURES

When initiating studies at SJBSM, students are informed and oriented about the regulations, policies and procedures which they are expected to follow. Students are also briefed on the disciplinary actions to which they are exposed when the established rules are not obeyed. The following section offers a summary of institutional regulations, policies and procedures.

PROFESSIONAL STANDARDS

The faculty monitors the professional development of all students as well as their academic development. In addition, students are expected to conform to the Code of Ethics and the SJBSM Student Manual, to maintain patient confidentiality, safety, and dignity always.

CODE OF HONOR

This Honor Code delineates the standards that San Juan Bautista School of Medicine deems essential to ensure its students' suitability for the practice of health care. By signing the SJBSM Honor Code, the student agrees to abide by all components. By acting with honesty, integrity, fairness, and respect for others we foster a community built on trust and enable the free exchange of ideas. Behavior that deviates from these principles jeopardizes this achievement and, in some circumstances, patient safety. The Honor Code exists in conjunction with other institutional regulations and policies. Violations of the Honor Code may lead to disciplinary action. The SJBSM Student Honor Code includes a commitment for:

Non-discrimination

It is unethical for a student to refuse to participate in the care of a person based on that person's race, religion, ethnicity, socioeconomic status, gender, age, or sexual orientation. It is also unethical to refuse to participate in the care of a patient solely because of medical risk, or perceived risk, to the student. It is not, however, unethical for the pregnant student to refuse to participate in activities that pose a significant risk to her fetus.

Confidentiality

The patient's right to confidentiality is a fundamental tenet of health care. The discussion of problems or diagnoses of a patient by professional staff/medical students in public violates patient confidentiality and is unethical.

Professional Demeanor

The student should be thoughtful and professional when interacting with colleagues, patients, and their families. Unprofessional behavior includes the use of offensive language, gestures, or remarks with sexual overtones. Students should maintain a neat and clean appearance, and dress in attire that is accepted as professional by the patient population served. Under pressure of fatigue, professional stress, or personal problems, students should strive to maintain composure or to remove themselves from the situation when appropriate. The student should seek supportive services when appropriate.

Misrepresentation

A student should accurately represent himself or herself as a student to patients and others on the medical teams or elsewhere. Students should never introduce or portray themselves as professional health providers as this is clearly a misrepresentation of the student's position, knowledge, and authority.

Honesty

Students are expected to demonstrate honesty and integrity in all aspects of their education and in their interactions with patients, staff, faculty, and colleagues. They may not cheat, plagiarize, or assist others in the commission of these acts. The student must assure the accuracy and completeness of his or her part of the medical record and must make a good-faith effort to provide the best possible patient care. Students must be willing to admit errors and not knowingly mislead others or promote himself or herself at the patient's expense.

Consultation

Students should seek consultation and supervision whenever their participation in the care of a patient maybe inadequate because of lack of knowledge and/or experience.

Conflict of Interests

When a conflict of interest arises, the welfare of the patient must always be the priority. A student may challenge or refuse to comply with a directive if its implementation is antithetical to his or her own ethical principles when such action does not compromise patient welfare. Gifts, hospitality, or subsidies offered by medical equipment, pharmaceutical, or other manufacturers or distributors should not be accepted if acceptance would influence the objectivity of clinical judgment.

Sexual Misconduct

The student will not engage in romantic, sexual, or other nonprofessional relationships with a patient, even at the apparent request of a patient, while the student is involved with the patient's care. The student is not expected to tolerate inappropriate sexual behavior on the part of SJBSM's administrative personnel, faculty, fellow students, medical personnel and/or patients. Refer to section on Complaint Procedures for information regarding the due process to present complaints regarding sexual misconduct.

Impairment

The student will not use alcohol or drugs in a manner that could compromise patient care. It is the responsibility of every student to protect the public from an impaired colleague and to reach out to a colleague whose capability is impaired. The student is obligated to report on persons of the health care team whose behavior exhibits impairment or lack of professional conduct or competence, or who engage in fraudor deception.

Criticism of Colleagues

Professional relations among all members of the SJBSM community should be marked with civility. Thus, scholarly contributions should be acknowledged, slanderous comments and acts should be avoided, and each person should recognize and facilitate the contributions of others to the community. The student will deal with members of the health team and all others in a cooperative and considerate manner. Concerns about the conduct of other members of the health care team should be reported through appropriate supervisory and regulatory channels.

Research

The basic principle underlying all research is honesty. Scientists have a responsibility to provide research results of high quality; to gather facts meticulously, to keep impeccable records of work done; to interpret results realistically, not forcing them into preconceived molds or models; and to report new knowledge through appropriate channels. Co-authors of research reports must be well enough acquainted with the work of their coworkers so that they can personally vouch for the integrity of the study and validity of the findings and must have been active in the research itself. Plagiarism is unethical. To consciously incorporate the words of others, either verbatim, or through paraphrasing, without appropriate acknowledgment is unacceptable in scientific literature.

Evaluation

Students should seek personnel feedback and actively participate in the process of evaluating their teachers. Students are expected to respond to constructive criticism by appropriate modification of their behavior.

When evaluating faculty performance, students are obliged to provide prompt, constructive comments. Evaluations may not include disparaging remarks, offensive language, or personal attacks, and should maintain the same considerate, professional tone expected of faculty when they evaluate student performance.

Teaching

Students of the SJBSM community are expected to teach what they know of the science, art, and ethics of health care to patients and other members of the medical community. This implies a responsibility to share knowledge and information with colleagues and patients. Under no circumstance will a student be required to assume the role of a faculty member and be responsible for teaching fellow students.

Responsibility to the profession

Students are expected to behave in such a fashion as to bring honor upon the profession. Violation of any of these expectations, whether at the school or elsewhere, will be grounds for a disciplinary action.

ACADEMIC AND PROFESSIONAL INTEGRITY

Students must adhere to the standards for academic, professional, and ethical practice established by the SJBSM. These standards include but are not limited to academic integrity, patient confidentiality, documentation, billing practices, professional conduct in patient settings, etc.

SJBSM is a community of scholars and learners committed to maintaining the highest standards of personal integrity in all aspects of our professional and academic lives. Because intellectual integrity is a hallmark of scholarly and scientific inquiry, students and faculty are expected to share a mutual respect for teaching, learning and the development of knowledge. They are expected to adhere to the highest standards of honesty, fairness, professional conduct of academic work and respect for all community members.

Academic dishonesty undermines our shared intellectual culture and our ability to trust one another. Faculty and administration bear a major responsibility for promoting a climate of integrity, both in the clarity with which they state their expectations and in the vigilance with which they monitor students. Students must avoid all acts of dishonesty, including, but not limited to, cheating on examinations, fabricating, tampering, lying, and plagiarizing, as well as facilitating or tolerating the dishonesty of others. Academic dishonesty lowers scholastic quality and defrauds those who will eventually depend on the knowledge and integrity of our graduates.

SJBSM views violation of academic integrity with the utmost gravity. Such violations will lead to appropriate disciplinary actions, up to and including expulsion from the Institution. Wecommit ourselves to the shared vision of academic excellence that can only flourish in a climate of integrity.

SJBSM's policy on academic integrity is designed to guide students as they prepare assignments, take exams, and perform the work necessary to complete their degree requirements, and to provide a framework for faculty in fostering an intellectual environment based on the principles of academic integrity. Adherence to these principles is necessary to ensure that:

- Proper credit is given for ideas, words, results, and other scholarly accomplishment
- No student has an inappropriate advantage over others
- The academic and ethical development of students is fostered
- The SJBSM can maintain its reputation for integrity in teaching, research, and community service

Failure to uphold the principles of academic integrity threatens not only the reputation of SJBSM, but also the value of each degree awarded by the institution. All members of the SJBSM community bear a shared responsibility for ensuring that the highest standards of academic integrity are upheld.

The SJBSM administration is responsible for working with faculty and students to promote an institutional culture of academic integrity, for providing effective educational programs that create a commitment to academic integrity, and for establishing fair procedures to deal with allegations of violations of academic integrity.

Academic Integrity

The following are violations of academic integrity and are prohibited. Students, faculty, and other members of the school who are in violation of one of the offenses listed below or similar such offenses or who assist in the commission of such offenses may be subject to sanctions.

Plagiarism

Plagiarism is defined as the unauthorized use of the writings, ideas, and/or computer-generated material of others without appropriate acknowledgement and the representation of them as one's own original work. Plagiarism encompasses acts of inadvertent failure to acknowledge sources, as well as improper attribution due to poor citation.

When using ideas/words from other sources, the student must clearly define the sources using standard methods of citation. Plagiarism can occur even when one does not use the exact words of another author. Paraphrasing written material by changing or rearranging words without the proper attribution is still considered plagiarism (even if it eludes identification by plagiarism detection software). It is therefore critically important that students understand how to cite. If students have any questions about the proper use and citation of material from other sources, they should seek help from their professors.

Plagiarism takes many forms. **Flagrant forms,** or **intentional plagiarism,** include, but are not limited to: purchasing or copying a paper from the Internet or from a fellow student or anyone else, whether or not that paper has been published; copying or cutting and pasting portions of others' work (whether a unique phrase, sentence, paragraph, chart, picture, figure, method or approach, experimental results, statistics, etc.) without attribution; copying clinical notes/materials without personally performing the patient examination.

Plagiarized sources may include not only print material but also computer programs, video/audio sources, emails and material from social media sites and blogs, as well as assignments completed by other students at SJBSM and elsewhere. A subtler, but equally flagrant, form is paraphrasing or attempting to put in one's own words the theories, opinions, or ideas of another without proper citation.

Students may not reuse their own previous work without appropriate citation. This is a form of plagiarism called self-plagiarism and may mislead the reader or grader into the erroneous

belief that the current submission is new work to satisfy an assignment. If students are unsure as to whether a fact or idea is common knowledge, they should consult their instructoror librarian, or else provide appropriate citations.

Unintentional Plagiarism

Plagiarism is not only the failure to cite but the failure to cite sources properly. If a source is cited but in an inadequate way, the student(s) may still be guilty of unintentional plagiarism. It is therefore crucial that students understand the correct way to cite. The rules are simple:

- For exact words, use quotation marks or a block indentation, with the citation.
- For a summary or paraphrase, show exactly where the source begins and exactly where it ends.

In its policies and disciplinary procedures, SJBSM will seek to recognize and differentiate its penalties between **intentional plagiarism** (as defined above) and **unintentional plagiarism** (failure to cite sources properly). While both forms are violations of the Academic Integrity Policy, a student's first instance of unintentional plagiarism may be penalized with only a sanction.

Cheating

Cheating is defined as improperly obtaining and/or using unauthorized information or materials to gain an advantage on work submitted for evaluation. Providing or receiving assistance unauthorized by the instructor is also considered cheating. Examples of cheating on examinations and other fieldwork assignments include, but are not limited to:

- Giving or receiving unauthorized assistance to or from another person on quizzes, examinations, or assignments including H&P's, SOAP notes, and written submissions
- Using materials or devices not specifically authorized during any form of a test or examination
- Exceeding the restrictions put in place for "take home" examinations, such as unauthorized use of library sources, intranet or Internet sources, or unauthorized collaboration on answers
- Sitting in for someone else or permitting someone to sit in for you on any form of test or examination
- Working on any form of test or examination beyond the allotted time; hiding, stealing, or destroyingmaterials needed by other students
- Altering and resubmitting for re-grading any assignment, test, or examination
- Copying from another individual's examination or providing information to another student during an examination
- Soliciting, obtaining, possessing, or providing to another person an examination prior to theadministration of the examination
- Sharing exam questions with current or prospective students
- Replication of test questions for dissemination from memory

Examples of unauthorized assistance include:

- Giving or receiving assistance or information in any manner, including person-to-person, notes, textmessages, or e-mails, during an examination or in the preparation of other assignments without the authorization of the instructor
- Using crib sheets or unauthorized notes (unless the instructor provides explicit permission)
- Copying from another individual's exam

Failure to comply with all test procedures will be considered a violation of professionalism.

Professional Integrity

Students are expected to conduct themselves in a manner consistent with the function of an institution of higher learning and with their role as future health care professionals. Students are required to abide by the highest standards of academic honesty, ethical fitness, and professional conduct.

Characteristics key to the development of a health care provider includes, but are not limited to:

- Ethical conduct and honesty
- Integrity
- Ability to recognize one's limitations and accept constructive criticism
- Concern for oneself, others, and the rights of privacy
- Appropriate value judgment with respect to interpersonal relationships with peers, superiors, patients, and their families
- Responsibility to duty
- An appearance consistent with a clinical professional
- Punctual attendance at all scheduled activities and adherence to deadlines set by the faculty and preceptors
- Inappropriate professional behavior includes unprofessional conduct in patient settings, simulations, professional meetings, and the classroom setting. Any student who demonstrates inappropriate professional behavior will be considered in violation of the ethical code set forth by the school.

Confidentiality of Patient Information

Confidentiality in the handling of information pertaining to patient care is an ethical and legal obligation of the Institution. SJBSM is committed to this obligation in an explicit manner. To this mean, the school has implemented the Code of Honor, and the norms established by the Health Insurance Portability and Accountability Act (HIPAA) that guarantee confidentiality in health care.

Better known by its abbreviation, HIPAA establishes the rules that ensure data privacy and security provisions for safeguarding all information related to health services

information, which require mayor institutional changes that are currently under development and that will include all information system processes. Students are required to have updated HIPAA certifications prior to clinical practice and/or research courses. HIPAA certifications must be updated in accordance with the expiration date indicated in certification.

Communications

Emails

SJBSM assigns staff, faculty and enrolled students in an institutional email account. Faculty and staff will communicate with students through the institutional email. Students must communicate through the assigned institutional e-mail to establish student identity verification. Communications received from enrolled students through a private personal will not be authenticated as an official communication. Students' failure to respond to an official communication made by a School official by means of emails, telephone calls and/or letters will be considered as a serious lack of professional behavior and will be referred to the Dean of Student Affairs. Unsatisfactory evaluations in professionalism could result in disciplinary actions.

Information related to course schedules will be posted through the electronic platforms available at the moment. Students must respond to and attend all scheduled official activities, meetings and appointments. It is their responsibility to access on a daily basis the institution's official email account and electronic platforms and read all official communications. Students must immediately inform faculty and/request an official excuse from the deanship of Student affairs whenever a problem arises that may affect their compliance with the established schedule.

Social media

Social media are internet-based tools designed to create a highly accessible information highway. They are powerful and far-reaching means of communication that, as a student, can have a significant impact on your professional reputation and status. Examples include, but are not limited to LinkedIn, Twitter, Facebook, Instagram, Snapchat, and YouTube.

Students are liable for anything they post on social media sites, and the same laws, professional expectations, and guidelines are expected to be maintained as if you were interacting in person. The following guidelines have been developed to outline appropriate standards of conduct for your future and the reputation of our school.

- Take responsibility and make good judgment. Incomplete, inaccurate, threatening, harassing posts or use of profanity on postings is prohibited. It is inappropriate to use social media sites as a venue for venting
- Think before posting, as your reputation can be permanently affected by the Internet and emailarchives
- Social networking is permanently timed and tracked. Therefore, to respect work

commitments, social networking during class, program activities, and clinical time is prohibited

- HIPAA laws apply to ALL social networking, so it is the utmost priority to protect patient privacy by not sharing information including photographs, text, video, or audio
- Protect your own privacy so as to not let outsiders see your personal information
- If you state a connection to SJBSM, you must identify yourself, your role in the school, and use a disclaimer stating that your views are that of your own and do not reflect the views of SJBSM
- All laws governing copyright and fair use of copyrighted material must be followed.
- Consult faculty or advisors if you have any questions regarding the appropriateness of social networking use

Failure to follow the above stated guidelines may be considered a breach of appropriate professional behavior and will be subject to sanctions.

Students shall not engage in communication with instructors or faculty via any form of social media.

Recording Lectures or Activities

Permission to record lectures (audio or video) is solely at the discretion of the instructor, unless a SJBSM approved accommodation exists. Otherwise, prior approval must be obtained. The instructor's approval is on a voluntary basis and as such a privilege which may be withdrawn at any time. Recording group discussions and/or meetings requires the approval of the entire group, as sensitive material may be part of the discussion. If recording devices are approved, it is the student's responsibility to stop the recording device during breaks so as to not inadvertently record private discussions with the instructor / group. **Recorded lectures are NOT to be posted on social media or the internet. For your protection, your recordings shall not be shared with other students or individuals.**

Classroom Etiquette

All electronic devices except for your program approved computer/device should be muted or turned off while in the classroom (vibration mode is not acceptable). The use of smart phones in the classroom for personal purposes is considered disruptive and will not be tolerated. If your cell phone rings during lecture, you may be asked to leave the room and not return for the duration of the lecture. If the above policy cannot be adhered to, the school reserves the right to implement an alternative procedure to manage the inappropriate use of cell phones or any electronic devices during instruction.

Laptops and other electronic devices brought to the classroom are intended for class activities only. All students are required to bring their computer or digital device to all classes. The use of a laptop or other electronic device during class for non-classroom purposes is not appropriate.

Walking in and out of the classroom during class and talking during lecture are considered disruptive and not conducive to an effective learning environment. The exception to this policy is if the student has a medical condition or disability that causes the student to leave the classroom before the lecture ends.

It is up to the faculty's discretion to allow questions to be addressed during the delivery of the lecture. While faculty preferences may vary, it is advised to raise your hand and wait to be called upon.

Students who display poor classroom etiquette may be referred to the Deanship of Student Affairs for determination of actions required for correction**.**

Attendance

Attendance to lectures is mandatory and is necessary to fully engage in the educational experience. Lectures are designed in a sequential, body system approach that specifically enhances the student's learning and retention. Attendance to skill labs, fieldwork, clinical rotations, and assessments is required and designed to provide students with the opportunity to acquire the clinical skills necessary to practice medicine. Therefore, attendance to all programmatic activities is deemed to be a fundamental aspect of the educational process. While attending courses on zoom the students must have their cameras turned on throughout the entire lecture, failure to do so may result in an unexcused absent.

Students are allowed to be excused for routine appointments and must be informed to the Deanship of Student Affairs office. Unanticipated absences due to illness, accident or other unexpected events may be considered excused only when reported directly to the Deanship of Student Affairs and the excuse approved.

Lateness/Early Departure

It is disruptive and disrespectful to come in late or leave early from academic activities. Excessive lateness or unexcused early departures will be grounds for referral to the Deanship of Student Affairs.

Institutional Dress Code Regulations

Quality patient care depends on more than just the acquisition of the required knowledge and skills. Professional appearance is also necessary in order to impart the patient with the feeling that we are practicing professionals who are delivering quality health care. Students at SJBSM are expected to dress appropriately as future professionals in the health sciences field, in accordance to the dress code established by the institution. When selecting the clothes to wear, students should always try to project a neat and professional look. The poor appearance of one student is often generalized to the entire group or profession. Students who are unsuitably dressed will NOT be allowed on the premises of the institution.

General Dress code

The following attire is not considered appropriate and therefore will be unacceptable on school premises during lectures and while visiting different offices on official business:

- Extra short skirts (half thigh)
- Pronounced necklines
- Extra short shirts or blouses
- Short Bermuda type pants (both male and female students)
- Very worn and/or stained jeans
- Beach sandals, flip flops or similar type shoe attire
- Sleeveless shirts (male students)
- Transparent shirts
- Hats or Caps
- Worn out and/or dirty shoes, sport shoes, or sneakers.

Online Learning Dress Code

Students are required to dress in business casual attire while participating in online educational activities.

Laboratory Dress Code

Medical students should dress during laboratory sessions. The following dress code is required for all Anatomy, Microbiology and/or Research laboratories:

- Designated scrub and dressing gown during laboratories sessions
- Closed shoes (must cover heel)

Clinical Skills Center Dress Code

Students are required to dress in business casual attire while working in the Standardized Patient Unit. The following attire is required:

- White coat - neat, clean and in good condition
- School identification - visible and not covered by hair or other articles of clothing
- Short hair - neat and clean haircut
- Long hair - gathered towards the back of the head, moderate hair accessories
- Beards and mustaches - well groomed
- Closed shoes - heel not more than two (2) inches high
- Pants - loose waistline pants, clean, neat and in good conditions
- Skirts/dresses – loose, no shorter than three (3) inches above the knee, clean, neat and in good conditions
- Fingernails - conservative short length, light color polish, no nail jewelry
- Makeup - natural appearance
- Jewelry - moderate usage, wedding bands approved for all, use of earrings is

acceptable only in females

The following attire **is not** permissible in the Unit:

- Sandals or athletic shoes
- Worn or torn jeans, shorts or leggings
- Below the waist pants
- Extremely oversized pants
- Short skirts/dresses
- Low neck lines in women
- Sleeveless shirts in men
- Transparent shirts
- T-shirt, polo shirt or sweatshirts
- Visible tattoos or body piercing
- "Highlights" or "tips" in male students
- Sunglasses unless prescribed
- Artificial nails
- Excessive or exaggerated makeup
- Use of earrings in males
- Excessive jewelry

Clinical Site Dress Code

Each student is expected to maintain high standards of appearance during their professional activities. While in hospitals and clinics. Students are required to:

- Wear closed shoes, clean and in good conditions, heel not more than three (3) inches high
- Use white dressing gowns (white coats)
- Use Identification tags
- Cellular must be kept in vibrating mode and should be answered ONLY when it does not interrupt conference, rounds or other work-related activities
- Wear suitable clothes for an office setting (see Dress Code for Clinical Skills)
- Loose waistline pants
- Scrubs suits are **only** acceptable in labor and delivery rooms, the operating room, at CCBB laboratories, and when a student is on night call
- Hair protectors, shoes and masks from operating room should be taken off and left in operating room
- Fingernails must be kept short and clean
- Male students
    - must wear shirt & tie (the only exception to the tie is during Psychiatry Clerkship)
    - short hair, neat and clean, not dyed
    - beards and mustaches must be well groomed
    - no earrings
    - no sleeveless shirts

- Female students
    - Hair must be neat and clean
    - Long hair should be gathered in the back of the head
    - Hair accessories should be moderate
    - Makeup of natural appearance
    - No acrylic fingernails
    - No revealing clothes
    - Dresses and/or skirts should not be shorter than three (3) inches above the knee
- Not allowed
    - Short pants
    - Under waistline pants that allow for underwear exposure
    - Sandals or sneakers
    - T-shirts, polo nor sweatshirts
    - Transparent shirts
    - Visible tattoos
    - Sunglasses unless prescribed
    - Excessive jewelry

Students should be aware that some institutions have additional policies regarding dress code. As guests in the institution, students must honor the institution's dress code.

Remember always to use:

- Clean and ironed gowns or scrubs
- Official identification card, visible at all times
- Closed shoes (Occupational Safety and Health Administration Regulation)

Bachelor's Degree of Science in Nursing (BSN) Dress Code

Students will wear on school premises:

- Burgundy scrub for general courses
- Lab coats for laboratories
- White, closed duty shoes, **No** Crocs allowed
- Identification tags
- Nursing Program patch
- Health polo for community activities
- Jewelry will be limited to a watch, wedding band, engagement ring, and/or very small post pierced earrings one earring in each ear
- Fingernails shall be kept short and only clear-colored polish may be worn
- Makeup should be worn discretely
- Hair must be clean and worn in a fashion that will keep it from falling forward over the face when the head is bent forward and should not exceed collar length. Bows are not to be worn.

- Beard or mustache must be kept clean and neatly trimmed

Dress code for BSN when in clinical setting:

- Female students must use normal pant or dress uniform with ¾ length sleeves, dress should be appropriate length
- Male students must use formal white uniform with normal length sleeves
- White closed shoes
- Nursing Program patch on left sleeve
- Identification pin with full name and BSN(C) acronym
- Hair must be clean and worn in a fashion that will keep it from falling forward over the face when the head is bent forward and should not exceed collar length. Bows are not to be worn
- Fingernails shall be kept short and only clear-colored polish may be worn

Students should be aware that some clinical sites may have additional policies regarding dress code. As guests at the site, students must honor the institution's dress

DISCIPLINARY SANCTIONS FOR UNPROFESSIONAL CONDUCT

In accordance with the conduct required of students at SJBSM, improper conduct of students with corresponding disciplinary sanctions and penalties to be imposed have been established. None of the disciplinary sanctions and penalties established shall be understood as a limitation to the authority of the President of the San Juan Bautista School of Medicine, who may adopt and apply other disciplinary sanctions and penalties considered necessary in accordance with the improper conduct. If the improper conduct is emitted in a clinical setting and/or hospital, the disciplinary sanctions and penalties will be adopted in accordance with the regulations of the institution where the improper conduct was committed and/or with school policies.

For details regarding the definitions and procedures for disciplinary sanctions due to unprofessional conduct, refer to Appendix A of the Student Handbook titled General Student Regulations, Chapter VIII.

INSTITUTIONAL POLICIES

https://www.sanjuanbautista.edu/about-us/president/institutional-policies

The policies contained in this handbook are designed to support a safe, respectful, and professional learning environment. Adherence to these policies is mandatory for all students. Violations of institutional policies, professional standards, or applicable regulations may result in disciplinary sanctions and may affect a student's academic standing, enrollment status, eligibility for progression, or graduation. The institution reserves the right to impose appropriate corrective or disciplinary measures consistent with its policies and due process requirements.

ADMISSION RELATED POLICIES

TECHNICAL STANDARDS FOR ADMISSION, RETENTION, PROMOTION AND CERTIFICATION POLICY

SJBSM has an ethical responsibility for the safety of patients with whom students and graduates will come in contact. When SJBSM confers a degree, it certifies that the recipient has demonstrated all the requirements to become a practicing health professional. The institution promotes that all applicants admitted to SJBSM have the intellectual, emotional and physical abilities (with or without reasonable accommodation) to acquire the knowledge, behavior and clinical skills needed to successfully complete the core curriculum. Candidates must have a minimum of aptitudes, abilities and skills in areas such as observation, communication, motor, intellectual, conceptual, integrative, quantitative, behavioral and social attributes.

SJBSM offers equal opportunity in all its programs and services in full compliance with state and federal laws and regulations, including the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

TECHNICAL STANDARDS ATTESTATION POLICY

All students admitted to and enrolled in the MD Program are required to annually attest that they meet the School's Technical Standards, with or without reasonable accommodation. These standards define the physical, cognitive, emotional, behavioral, and interpersonal abilities necessary to participate in the curriculum, provide safe patient care, and successfully progress toward graduation. The attestation is completed electronically through the institution's student information system and confirms that the student has reviewed and can meet the Technical Standards, with or without reasonable accommodation. Compliance is monitored by the Office of Admissions and the Registrar's Office.

WITHDRAWALS, TRANSFERS AND RETENTION POLICY

SJBSM outlines the process surrounding permanent withdrawal, transfer and retention of students. The institution will accept the transfer of credits from previously taken courses in other accredited institutions provided that the courses correspond with the program's curricular scheme in content, number of credits and number of contact hours. Applicants requesting transfer must complete the corresponding form in the admissions office and submit with a transcript evidencing completion of said courses.

When requesting a withdrawal and/or transfer to another institution, students must meet with the Dean for Student Affairs for orientation. The initial stages of the procedures focus on providing students with the required support and encouragement to help them continue with their studies. Before a withdrawal and/or transfer to another institution is made official, students must have fulfilled all financial and administrative responsibilities with the school, including returning all borrowed library resources and completion of their academic record.

Acknowledging the need to address student retention, SJBSM has designed a support system that aims to provide students with services that contribute to the student's experience, performance and guidance and ensure they fulfill their academic goals successfully.

TRANSFER CREDIT POLICY

SJBSM welcomes transfer applications to its academic programs and may award transfer credit for coursework completed at accredited institutions when the courses are comparable in content, level, scope, and learning objectives to those offered by SJBSM. Transfer credits must apply to the student's curriculum and degree requirements. Academic programs evaluate transferability on a course-by-course basis, including review of course syllabi when necessary. Credits earned at recognized international institutions may also be considered for transfer. All transfer requests are subject to institutional policies, program requirements, and space availability.

ADMISSION OF CANDIDATES WITH DISABILITIES

As part of the institutions commitment to fostering equal opportunity of admissions to all candidates, and in compliance with the American Disability Act (ADA) and the Rehabilitation Act of 1973 as amended, SJBSM expresses that all applicants will be treated equally and evaluated under the same criteria as all other students. A non-discrimination atmosphere is promoted at all times. Students with disabilities will not be denied admissions due to their disabilities; will not be excluded, segregated or treated unequally. Students admitted with disabilities will be offered counseling and assistance as part of a support system designed to ensure compliance with this policy.

SJBSM is also in compliance with Law 250 of 2012 known as the "Law of Extended Admission, Reasonable Accommodation and Retention for Students with Disabilities or Functional Diversity in Transition from High School to Post Secondary Grades.

For inquiries concerning accommodations, the application of regulations prohibiting discrimination and other related procedures contact the Accessibility Services and Student Program Director **Yaidy L. Cruz Cordero, M.Ed.** at 787-743-3038 ext. 233; 3212 ylcruzcordero@sanjuanbautista.edu

Additional information regarding the nondiscrimination policy or the student's rights under this policy, is available with the U.S. Department of Education's Office of Civil Rights (OCR) at https://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm or by phone at 1-800-421-3481.

NON-DISCRIMINATION POLICY

SJBSM is committed in assuring that all the institutions' programs, policies and activities are accessible to all students. Therefore, and in accordance with applicable Federal and State laws and institutional policies, SJBSM does not discriminate on the basis of race, color, national origin, religion, creed, age, sex, gender identity, sexual orientation, disability, ancestry, national and/or ethnic origin, citizenship, marital, parental and/or veteran status; and/or any other characteristic protected by applicable laws.

EQUITY POLICY

SJBSM aims to provide a learning and work environment for students and staff that fosters fairness, equity, and respect for social and cultural diversity, and that is free from unlawful discrimination, harassment and disability as determined by legislation and by institutional policies.

POLICY TO PROTECT STUDENTS ACTIVATED BY THE ARMED FORCES

As stated by the provisions of Act. 109 of April 11, 2003, SJBSM has established measures to protect students who have activated by the United States Armed Forces Reserves and/or the National Guard of Puerto Rico. In such circumstances, the institution will:

(1) offer a refund, repayment or credit for money paid for tuition and other expenses made by a student who is activated, except for non-refundable expenses
(2) prorate funds, repayment or credit at the rate available upon activation
(3) provide priority of reintegrating to the academic program according to availability of courses at that moment

Students shall notify the Institution that he/she is a member of the Armed Forces of the United States in Puerto Rico or the National Guard of Puerto Rico within the first thirty (30) days from the start of each academic term. At the time the student is activated by the Armed Forces of the United States or the National Guard of Puerto Rico, he/she must

submit an original copy of the activation orders as evidence to the Registrar, at least fifteen (15) days prior to activation or in default within a reasonable time and indicate preference of refund or credit. The Registrar will cancel student's enrollment and inform corresponding offices. A classification of "Military Withdraw" (MW) will be assigned to interrupted courses. This classification will not affect the transcript for purposes of the Satisfactory Academic Progress (SAP) Policy.

HIGH SCHOOL DOCUMENT VERIFICATION POLICY

When evaluating a high school diploma, SJBSM will verify the origin of the document, and when needed, will require students to present evidence that their high school diploma complies with the requirements as established in this policy.

STUDENT RIGHT TO KNOW

The purpose of this policy is to ensure operational accountability for compliance with federal regulations requiring disclosure of relevant information such as but not limited to graduation/completion rates, transfer-out rates, campus crime statistics, withdrawal procedures, cost of attendance (tuition/ fees charges, books/supplies costs, room and board charges, related charges), refund policies and return of Title IV grants or loans, current academic programs, and accreditation status.

This information is published in the Consumer Information and School Disclosure Guide available at institutional webpage.

REFUNDS RELATED POLICIES

INSTITUTIONAL REFUND POLICY

In compliance with federal regulations, SJBSM has established refund procedures for students who pay their tuition costs through non-federal funds. Such students will be entitled to a refund of their tuition cost as established in the policy.

FEDERAL FUNDS REFUND POLICY

In compliance with law changes enacted in the Reauthorization Act of 1998 to the Higher Education Act as amended, SJBSM has established a return policy of funds that applies to all students who are participants of federal Title IV programs (Federal Pell Grants) and other federal programs who begin their courses but withdraw, are dismissed, or are discharged on or before the end of sixty percent of the term or semester.

MILITARY TUITION ASSISTANCE (TA) REFUND POLICY

In compliance with the Department of Defense's policy as defined in DoD 1322.25 and amended on July 07, 2014, San Juan Bautista School of Medicine (SJBSM) will return any unearned Military Tuition Assistance (TA) awarded to a student that withdraws and therefore is no longer eligible for the full amount of TA funds through at least 60% of the semester on a prorated basis. The amount of unearned TA to be refunded will be based on the date of withdrawal from the course. This policy applies only to students receiving Military Tuition Assistance.

ACADEMIC RELATED POLICIES

FERPA REGULATIONS FOR ACCESS TO STUDENT RECORDS

It is the institution's responsibility to ensure that all students' educational records are kept in strict confidentially, and that access to said records complies with the Buckley Act known as the Family Educational and Privacy Act (FERPA). In doing so, all educational records and related documents will be kept in a vault located in the Registrar's Office. The records will be stored in security files whose combinations will only be known by duly authorized personnel. To access student educational records parents, students and/or third parties must comply with identity verification methods established by SJBMS.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY STUDENT ANNUAL NOTIFICATION

In compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974, SJBSM acknowledges that eligible students, one who have reached eighteen (18) years of age or are attending an institution of postsecondary education, must be informed annually of their rights as established under FERPA. Procedures have been established to ensure that students become aware of these rights, and that these rights are guaranteed. When in doubt, students may contact the Deanship of Student Affairs for orientation and/or clarification.

CONSERVATION AND SAFEKEEPING STUDENT RECORDS

San Juan Bautista School of Medicine has developed measures and procedures to protect, secure and conserve all educational academic records that contain confidential student documents in the event SJBSM should cease operations.

ATTENDANCE AND EXCUSE POLICY

SJBSM is fully committed to ensuring an adequate learning environment conductive to the development of the students' academic knowledge, and the appropriate professional. To achieve our goal, students are expected to attend all scheduled hours of di lactic/ clinical instruction and comply with the corresponding responsibilities as stated in each course/clerkship syllabi. This policy seeks to ensure students comprehension regarding the importance of their engagement with the learning environment, contribute to the professional development of self, and fully meet the didactic/ clinical objectives; define the conditions that may be officially authorized as an absence; and the appropriate avenues for students to request an official excuse from the Deanship of Student Affairs for an absence to didactic/ clinical activities.

MID-TERM FORMATIVE ASSESSMENT AND FEEDBACK POLICY

The purpose of this policy is to ensure that San Juan Bautista School of Medicine students are assesses and provided with formative feedback on their performance in the required courses and clerkships. This formative feedback should occur at the midpoint of the course or clerkship to identify students' strengths and areas in need of improvement allowing sufficient time for remediation.

NARRATIVE ASSESMENT POLICY

The purpose of the policy is to ensure that all medical students receive narrative assessments that provide meaningful feedback on their cognitive and non-cognitive performance in each required course and clerkship throughout their medical education. This feedback is intended to support students' continuous improvement and development in clinical skills, communication, professionalism, and other competencies essential to the practice of medicine. This policy applies to all required pre-clinical and clerkship courses in the SJBSM curriculum where the interaction between the teacher and the students permits the narrative assessment.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

In compliance with federal requirements of the US Department of Education, SJBSM has established a Satisfactory Academic Progress (SAP) Policy. This policy applies to all students enrolled in our institution, regardless of the program and the funds used to pay institutional fees. Students must meet and comply with the required credits per year; maintain a minimum point average of 2.50; and meet the programs' requirements in the maximum chronological time established for each program. Students that fail to meet these standards will lose eligibility for financial aid and will be referred to the Student Evaluation and Promotion Committee. Students who are veterans' aid beneficiaries must complete the program during the regular time established in the curricula scheme.

The federal student aid programs require that each student receiving federal aid funds meet the criteria established in the Satisfactory Academic Progress (SAP) Policy.

INTELLECTUAL PROPERTY POLICY

SJBSM seeks to provide an environment for the encouragement of creative work, the dissemination of knowledge and the advancement of teaching, learning and research. This policy provides a structure for the ownership, reporting, identification, management and commercialization of intellectual property.

LEAVE OF ABSENCE, WITHDRAWAL AND READMISSION

Students who need to interrupt their course of studies will be categorized as either in a Leave of Absence (LOA) or as a Withdrawal (W). A LOA is intended for students in "Good Standing" that need to interrupt their studies for a short period of time due to mayor medical conditions, research, military service and/or personal reasons; and intend to return to their studies immediately after. A LOA is normally granted for no more than one hundred and eighty (180) days in a twelve (12) month period or its equivalence of two academic periods.

A Withdrawal is intended for students who wish to interrupt a course during an academic period, or who wish to interrupt their studies for an indefinite time, and do not intend to return to school due to medical, academic, administrative or personal reasons. Students who withdraw may apply for readmission under the following circumstances:

SJBSM may dismiss a student who does not meet the criteria for academic and/or professional performance as established by school policies, who fails to comply or return from a LOA, and/or who fails to register for a required term. A student who is dismissed due to academic and/or professional performance is not eligible for readmission.

GRADE SUBMISSION

SJBSM is committed in ensuring that students have access to their grades in a timely manner. Grades are posted and made available through the school's digital services, CANVAS for BSN, MPH and MD biomedical years, and E-VALUE for MD clinical years. Registrar establishes deadline for all faculty members to submit final grades, Year/program Coordinators oversee compliance. Official grades will be made available to students within six (6) weeks of the end of course and/or clerkships by the Registrar's office. Timeliness of grade submission data is reviewed on a regular basis to ensure that students receive their grades as established by school policies

GRADE APPEAL

Students have the right to appeal a final grade if they deem necessary. To provide a just and formal process, SJBSM has developed a policy to support student success and provide consistency in the delivery of academic programs and student services.

Students may appeal a course/clerkship final grade or summative evaluation directly to the Course/Clerkship Director in writing within ten (10) business days of receipt of the final

grade. The Course/Clerkship Director will evaluate the appeal and submit an answer within ten (10) business days of receipt of the appeal. If not satisfied with the results, the student may appeal to the Chair of the Academic Department, or, in case of non-department courses, directly to the corresponding Dean. If the concern is not reconciled after the due process, students may appeal to the President whose decision is final and non-appealable.

PROCEDURE FOR STUDENTS' REQUESTS FOR REASONABLE ACCOMODATION

SJBSM is committed in providing all students with a qualified disability an equal opportunity to access the benefits, rights and privileges of program services and activities in an integrated and accessible setting appropriate to the students' needs in compliance with the American with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. No student shall, on the basis of his/her disability be excluded from participating in, be denied the benefits of, or otherwise be subjected to discrimination while participating in any institutional program or activity. In order to provide access to and inclusion in all academic and campus programs to qualified students with disabilities, the Institution has provided a request form and appeal process that guarantees that students are made aware of their rights and responsibilities when in need of requesting accommodation for their disabilities; and that their request will be processed in an orderly and timely manner. The designated school official is the Students Programs Director, Yaidy L. Cruz, M.Ed. (787) 743-3030 Ext. 233 ylcruzcordero@samjuanbautista.edu

Qualified students who need to obtain an accommodation must meet with the Student Programs Director and submit the application form with supporting documentation. After reviewing each case individually, the Student Programs Director will determine accommodation and notify the student, and the necessary faculty /staff responsible for implementing the accommodation. Students not satisfied with the accommodation granted may request a meeting with the Student Programs Director or request a review with the Dean for Student Affairs within six (6) days of receipt of the determination. If the students' concern remains unresolved and/or the student believe they have been denied equal access in the form of appropriate accommodations, or has otherwise been discriminated against, they may file a grievance using the procedure described in the Executive Order 2018-04 Harassment and Discrimination Grievance Policy.

ACADEMIC FREEDOM POLICY

This policy ensures the freedom of teachers and students to teach, study, and pursue knowledge and research without unreasonable interference or restriction from law, institutional regulations, or public pressure.

POLICY FOR STUDENTS TAKING THE UNITED STATES MEDICAL LICENSURE EXAMINATION (USMLE) STEP 1 AND STEP 2

SJBSM provides guidelines to allow appropriate time for preparation, scheduling, deadlines, and repetition if necessary, for the USMLE Steps. All students enrolled in the medical program must take and pass the board examinations Step 1 and 2 in order to graduate. Students will have only three opportunities to pass the boards. Failure to pass the boards will result in dismissal from medical school. For Step 1, students must have satisfactorily completed their biomedical sciences, take a minimum of three diagnostic tests offered by the National Board of medical Examiners (NBME) during their review, and must take Step 1 before the start of third year. For Step 2 students must have satisfactorily completed their third year, and schedule it in advance, prior to November 1st of the academic year of the anticipated graduation.

INSTITUTIONAL POLICY REGARDING THE ACADEMIC CALENDAR

The Academic Calendar provides an itinerary of studies for all academic activities. SJBSM has established certain procedures to ensure that the content of the academic calendar is structured, has a coherent sequence, meets the guidelines of accreditation agencies, the regulations of the Federal Department of Education, and the holidays observed in Puerto Rico. It also provides a guideline for procedures in the event of a natural phenomenon.

POLICY ON MEDICAL STUDENTS' WORKLOAD / DUTY HOURS

Taking into account the effects of fatigue and sleep deprivation on a student's learning and clinical activities, as well as their own health and safety, SJBSM has established specific policies for both Biomedical Sciences (first and second year) and Clinical Sciences (third and fourth year) that are aimed to guarantee a balanced workload for students enrolled in the MD program. Violations to these regulations shall be reported to the corresponding Course Coordinator and/or the Clerkship Director, who will discuss the violation with the corresponding Dean.

CREDIT HOUR POLICY

In compliance with the Department of Education and Middle State Commission on Higher Education, has established and defined the procedures for assigning credit hours to all courses offered in each academic program.

INSTITUTIONAL POLICY FOR NON-RESIDENTS STUDENTS

Individuals that come to Puerto Rico primarily for educational purposes do not count toward establishing a permanent domicile in the Commonwealth of Puerto Rico for tuition purposes. Therefore, the time spent in Puerto Rico while attending our institution they remain as Non-Residents for tuition purposes until they complete their studies.

AUTHORIZATION FOR STUDENTS TO TRAVEL DURING TERM PERIODS

SJBSM promotes student participation in professional activities inside and outside the country. The institution encourages students to continually benefit from the enrichment that stems from sharing knowledge and discussing ideas with other professionals in local and international forums. To support student participation in said activities and avoid adverse conditions that affect students for achieving their academic goals, the school requires students to submit a Travel Authorization Application with the Dean for Student Affairs at least forty-five (45) days in advance. After careful consideration of possible outcomes, student will be notified of school determination. When approval is granted, student will be held responsible for making up any and all academic work assigned during their absence. Upon their return, the student must present a report on the work completed to the Dean for Student Affairs.

DISTANCE LEARNING

The policy on distance learning covers instruction type, attendance, assessment methods modality, official communication, and policies and procedures. For the purpose of this policy, distance learning is defined as instruction that takes place remotely, outside of the traditional classroom and primarily using online technology platforms. It can include synchronous or asynchronous learning, a hybrid of the two or other distance learning modality.

INTERLIBRARY LOAN POLICY

SJBSM's Interlibrary Loan (ILL) service expands access to educational and research resources beyond those available in the institution's library collections. Through this service, eligible students, faculty, and staff may request books, articles, and other scholarly materials from participating libraries to support their academic, educational, and research activities. Users are responsible for complying with copyright requirements, loan conditions, due dates, and any restrictions established by the lending institution. Availability of materials is subject to resource-sharing agreements and participating library policies. For complete eligibility requirements and procedures, students should consult the SJBSM Interlibrary Loan Policy and Procedures.

CLINICAL SUPERVISION POLICY

San Juan Bautista School of Medicine establishes practices for the appropriate supervision of medical students during clinical clerkships and other required clinical experiences to ensure patient safety, student learning, and the appropriate assignment of responsibilities based on each student's level of training. This policy applies to all medical students, clinical faculty, residents, and clinical site directors involved in the supervision of students at SJBSM and its affiliated clinical facilities.

CREDIT HOUR POLICY

This policy sets the guidelines and procedures for assigning credit hours for all types of courses, disciplines, programs, credential levels, formats and modalities at San Juan Bautista School of Medicine, and how the Institution maintains ongoing compliance with this policy through regular evaluation of internal procedures.

SELF-DIRECTED LEARNING POLICY

SJBSM recognizes self-directed learning as an essential component of health professions education and lifelong learning. The curriculum includes structured opportunities for students to identify learning needs, develop learning objectives, locate and evaluate relevant information resources, and assess their own learning and performance. Through self-directed learning activities, students are expected to take an active role in their education, develop critical thinking and information-management skills, and cultivate habits of continuous professional growth. Students are responsible for engaging fully in these learning experiences and meeting the objectives established for each activity.

MD STUDENT WORKLOAD / DUTY HOURS

San Juan Bautista School of Medicine (SJBSM) is committed to maintaining a learning environment that promotes student well-being, patient safety, and academic success. The School monitors student workload during the pre-clerkship and clinical phases to ensure that educational and clinical responsibilities are appropriate and do not adversely affect student health, learning, or professional performance.

During the clinical years, duty hours are guided by ACGME-based standards, including limits on weekly hours, required time off between clinical assignments, and protections against excessive fatigue. Clerkship directors are responsible for monitoring compliance with these requirements.
Students who believe their academic workload or clinical duty hours are excessive, or who identify actual or perceived violations of the School's workload and duty hour standards, are encouraged to report their concerns promptly. Pre-clerkship concerns may be communicated through class representatives, course directors, course coordinators, or the Associate Dean for Biomedical Sciences. Clinical duty hour concerns should be reported to the Clerkship Director, who will notify the Associate Dean for Clinical Sciences for review and appropriate follow-up. Reports are reviewed to ensure compliance with institutional policies and to identify any necessary corrective actions.

ELECTRONIC HEALTH RECORDS (HER) POLICY

Students participating in clinical education may be granted access to Electronic Health Record (EHR) systems solely for educational and patient-care activities authorized by the clinical site and supervising faculty. Students must protect patient privacy and confidentiality at all times and comply with HIPAA, institutional policies, and clinical site requirements regarding the access, use, storage, and disclosure of patient information.

Accessing records without a legitimate educational or clinical purpose, sharing login credentials, altering records beyond authorized responsibilities, or disclosing protected health information is strictly prohibited and may result in disciplinary action. Students are expected to complete all required EHR training and use electronic records in a professional, ethical, and secure manner.

REQUIRED CLINICAL EXPERIENCE POLICY

SJBSM requires all students to complete the clinical experiences and patient encounters specified in their academic program to ensure the achievement of expected competencies and learning objectives. Clinical education must be completed under appropriate supervision in approved clinical settings and includes participation in required clerkships, rotations, and other experiential learning activities. Students are responsible for fulfilling attendance, documentation, professionalism, and performance requirements associated with their clinical assignments. Successful completion of all required clinical experiences is a graduation requirement and is essential to ensure preparedness for entry into professional practice and the provision of safe, effective patient care.

MEDICAL STUDENT PERFORMANCE EVALUATION (MSPE)

The Medical Student Performance Evaluation (MSPE) is a required component of the residency application. This policy defines de format and content of the MSPE in compliance with the American Association of Medical Colleges (AAMC) guidelines as published by the AAMC Deans letter Advisory Committee.

TEACH-OUT PLANS / AGREEMENTS POLICY

SJBSM is committed to maintaining compliance with accreditation standards and ensuring educational continuity for its students. If the institution or an academic program experiences an accreditation action, SJBSM will implement appropriate corrective measures to address identified concerns. In the unlikely event that the institution or a program ceases operations, SJBSM will make every reasonable effort to minimize disruption to students' academic progress through an approved Teach-Out Plan or Teach-Out Agreement. These arrangements are designed to provide eligible students with opportunities to complete their education in accordance with applicable accreditation and regulatory requirements. For additional information, students should refer to the SJBSM Teach-Out Plans and Teach-Out Agreements Policy.

MD GRADUATION REQUIREMENTS POLICY

To be eligible for graduation from the Doctor of Medicine (MD) Program, students must successfully complete all required academic, clinical, and professional components of the curriculum, satisfy the program's competency and graduation requirements, fulfill all institutional obligations, and remain in good academic and professional standing. Graduation eligibility is determined by the School of Medicine following verification that all degree requirements have been met, including required coursework, clerkships,

assessments, and any applicable licensure examination requirements established by the program. Students are responsible for ensuring that all academic, financial, and administrative requirements are completed by the established deadlines.

HEALTH RELATED POLICIES

NON-INVOLVEMENT POLICY

This policy reaffirms San Juan Bautista School of Medicine's (SJBSM) commitment to ensure that health professionals who provide health services to a student enrolled at SJBSM, including psychiatric/ psychological counseling, have no involvement in assessing the academic performance or participating in decisions regarding the promotion or graduation of said student, excluding exceptional circumstances; and the confidentiality of student's health records. This policy ensures ongoing compliance with the standards of the Liaison Committee on Medical Education (LCME).

IMMUNIZATIONS

As part of the Health and Safety Program, SJBSM requires that all students admitted to the institution, be immunized in accordance with CDC regulations against infectious diseases such as: Hepatitis B, MMR (measles, mumps and rubella), TDAP (Tetanus, Diphtheria, Pertussis) Polio, Varicella, Meningococcal, Flu (Influenza) and Covid. In addition to the corresponding vaccines, students must submit evidence of a health certificate that includes the results of a VDRL test, and a non-reactive Tuberculin skin test. Without submission of these forms, students may not enroll in the school.

Note: Although SJBSM mandates students to be fully vaccinated in accordance to CDC regulations, the institution acknowledges the exemptions made by the Puerto Rico Health Department. In such cases students must (1) inform the admissions office prior enrollment, (2) complete the corresponding document explaining the motive of the exemption and, (3) submit notarized copy of document certifying the reason for declining immunization. In such circumstances, SJBSM will not be held responsible for the denial of access to clinical sites, preceptorships, community practices, and/or other activities regulated by third parties.

After enrollment and/or prior entering clinical years, students may be required to submit additional health screenings and immunizations. The students will upload these documents onto Medtrics where said documents and any additional clinical requirements will be reviewed prior to the student entering the clinical phase. All clinical documents posted on Medtrics will be available to clinical sites/preceptors.

CONVERSION OF THE TUBERCULIN TEST

In compliance with the Occupational Safety and Health Administration (OSHA) regulations, and with the intention that individuals receive proper treatment and follow up, SJBSM has established a policy in cases of conversion of the tuberculin test. Students who test positive will be referred to medical treatment. Guidance will be offered regarding the meaning of a positive test, the importance of receiving corresponding treatment, and the importance of medical follow up.

COVID POLICIES

In its commitment to ensuring a safe environment for faculty, administrative staff and students, SJBSM set forth a prevention plan and protective measures that require all members of the SJBSM community to comply with. This policy may vary depending on future manifestations of Covid and CDC recommendations.

SJBM requires students to have COVID-19 vaccine in compliance with CDC recommendations for health care providers, but recognizes the exemptions stated by the Puerto Rico health Department. Not having COVID vaccine may affect clinical rotations.

STUDENT HEALTH CARE / INSURANCE

To ensure proper health care for all students, SJBSM provides strict regulations that commence upon enrollment. From the submission of health documents such as health certificates; VDRL, CBC and Urinalysis test results, and an updated vaccine report; to evidence of proper health insurance coverage are among the requirements for all enrolled students. SJBSM has also included arrangements for medical care in case of emergencies, and other medical situations. **SJBSM does not allow any faculty member to render any medical assessment of treatment or advise students on personal medical situations.**

EMERGENCY MEDICAL SERVICES

Emergency medical services are available to students at the Mennonite Hospital, within the campus. Students are encouraged to arrange appointments for routine medical appointments that do not interfere with their classroom scheduled exams.

DISABILITY INSURANCE

The School has made arrangements with a local carrier for group insurance in order to provide a disability benefit plan that secures coverage for students in the event a disease or an accident renders a student unable to continue or complete his/her studies. The annual fee the student should pay will vary according to the student's age upon enrollment, and whether or not the student smokes. This disability coverage assures that our school is in compliance with the requirements of the accrediting agencies. SJBSM is not responsible for the management, claims and/or repayment of these benefits. All inquiries shall be directed to the carrier for the insurance.

PROFESSIONAL LIABILITY

The School has made arrangements with a local carrier to ensure students have individual malpractice/liability insurance. Our clinical affiliated institutions which provide clinical practice require this coverage.

EDUCATION, EXPOSURE AND INCIDENT REPORTING

Students should always adhere to OSHA guidelines for universal precautions. However, should any studentbe exposed to blood or body fluid, they must report the incident to the preceptor or instructor immediately following the exposure for instruction and advisement.

Exposure incidents can lead to infection from the Hepatitis B and C virus (HBV/HCV) or the Human Immunodeficiency virus (HIV) which causes AIDS. The most obvious exposure incident is a needle stick, but any specific eye, mouth, mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious material is considered an exposure incident and should be reported immediately.

The student should stop any procedure that he/she is engaged in, should an exposure occur. If the preceptor is not available, the incident must be reported to the immediate supervisor under which the student is studying. The student must submit an account of the exposure on the report form provided by the school. This account is to be signed and dated by the student and the supervisor and handed at the Deanship of Student Affairs.

MASK FIT

As a safety measure, SJBSM requires that all students be certified in mask fit procedures on an annually basis. The Deanship for Student Affairs will be responsible for coordinating the certifications. Students who do not successfully complete their certification will not be allowed to participate in activities involving clinical settings.

USE OF ARTIFICIAL NAILS, NAIL POLISH AND EXCESSIVE APPAREL

As a healthcare related educational entity, SJBSM is committed to (1) preventing the transfer of infectious material on nails; (2) reduce the likelihood that protective gloves break; (3) prevent skin lacerations to patients; (4) prevent/reduce the possibility of contamination of surfaces, equipment and/or materials; and/or (4) reduce the colonization of bacteria among patients. For these reasons, and in compliance with the Administrative Order # 163 of the Department of Health of Puerto Rico, SJBSM prohibits the use of acrylic nails, nail tips or cosmetic material over nails; and excessive apparel.

POLICIES AND PROCEDURES REGARDING MANAGEMENT OF STUDENTS WITH AIDS, AIDS RELATED SINDROMES AND OTHER COMMUNICABLE DISEASES

SJBSM acknowledges the need for providing a safe and confidential environment for students with HIV, HIV related syndromes and/or other communicable disease. The school has established its commitment for educating incoming students; providing a safe and confidential environment for the voluntary report of such conditions; a guide for the adequate management of students known to be infected that includes a provision for adequate care; and precautions to prevent transmission of communicable diseases. Policies and procedures have been organized by topics to facilitate their location. All students are expected to comply with these regulations.

CRIMINAL BACKGROUND CHECK

Recognizing the need to enhance the safety and well-being of patients, peer students, faculty, and the whole institution; and in so doing, to bolster the public's continuing trust in health professions; and to ascertain the ability of students to maintain of eventually becoming licensed and/or certified in their professions, criminal background checks (CBC) will be performed on all admitted applicants of SJBSM.

DRUG AND ALCOHOL

SJBSM is aware of the adverse effects caused by drugs, alcohol and cigarette. In keeping with the guidelines of the Federal Mandate on Drug Free Schools and Universities, and Federal Regulations of the Department of Education, the institution prohibits: (1) smoking in classrooms, laboratories, corridors, offices, and other areas that serve as clinical workshops for students; (2) the sale, use, consumption, manufacture and/or possession of alcohol or illicit drugs at school activities, within the facilities of the institution, and at any official academic activity sponsored outside the institution. Disciplinary sanctions will be applied to violators of this policy.

To promote a drug-free school, the institution will test for illegal drugs and/or controlled substances at random any time deemed appropriate. Rehabilitation opportunities will be provided to those who test positive for the first time on such tests.

CONFIDENTIAL COUNSELING FOR STUDENTS

To ensure that all counseling services rendered to students abide by state regulations, SJBSM has established and published a policy that provides for confidentiality during counseling sessions for students; delineates procedures for when imminent danger is made clear; defines the use of information disclosed during the counseling process; and guidelines for the individual and/or group counseling relationship. The Counselor is responsible for informing the student of the norms that govern confidentiality.

SAFETY RELATED POLICIES

IDENTIFICATION CARD AND ACCESS TO CAMPUS

Students must show a valid identification card to enter the SJBSM facilities. SJBSM Student Identification Cards are made available through SJBSM on an annual basis. Pictures will betaken before orientation, and ID cards will be distributed to all students. The card is required for entering the premises of the Institution, for all college library transactions and it entitles the bearer to discounts usually granted to college students. ID cards must always be displayed. Visitors must report to security at the main entrance to receive permission to enter SJBSM facilities.

PUBLIC SAFETY POLICY

SJBSM is committed to providing a safe and healthy learning and working environment for students, faculty, staff, visitors, and other members of the university community. This policy promotes a secure campus environment where individuals can engage in academic, clinical, and professional activities without fear for their personal safety. To help maintain campus security, the possession or carrying of weapons on institutional property or at affiliated educational sites is prohibited, except as expressly authorized under applicable federal or Puerto Rico laws. Students are expected to comply with all institutional safety regulations and to report safety concerns, threats, or suspicious activities promptly.

USE, ACCESS AND SECURITY AT SJBSM FACILITIES

SJBSM is committed to maintaining a safe, secure, and professional environment that supports education, research, clinical training, and administrative operations. Students, faculty, staff, and authorized visitors are responsible for using institutional facilities, equipment, and resources appropriately and in accordance with established rules and security procedures. Access to certain areas may be restricted to authorized individuals, and all members of the community are expected to help protect institutional property, respect facility use requirements, and promptly report safety, security, or maintenance concerns. Failure to comply with facility access, use, or security requirements may result in disciplinary action and/or restriction of access privileges.

CRIMINAL ACTIVITY REPORTS

The Institution seeks to guarantee to the extent possible, a safe work and study environment which fosters the most adequate and efficient use of university funds. The Institution wishes all its employees and students to live in a healthy environment under applicable laws and regulations. The primary objective is to provide the Institution's community with a mechanism for preventing and addressing personal safety.

The SJBSM has a security services contract for its campus. The guard on duty will address any situation threatening security and the situation reported. If necessary, the guard will contact local police authorities for the appropriate immediate action. The guard will also

submit a report of any events to the Dean of Administration, who oversees the security and safety program of the Institution. Students and employees are initially oriented, and annually thereafter, regarding criminal acts and safety issues on the SJBSM campus. Everyone is made aware of their responsibilities for their own safety and that of their peers.

DISCLOSURE OF SOCIAL SECURITY

In compliance with Act No. 186 of 2006, San Juan Bautista School of Medicine states that the institution will (1) not show or display the Social Security number of any student in a visible place or object, (2) used as student identification, (3) make it accessible in directories, nor (4) make it accessible to any person who has no need or authority for accessing said data. The Institution will only use student Social Security number for internal purposes such as identity verification in the application for admission, financial aid, and/or other reports required by state and/or federal law, and that are of a legitimate and official nature

PROFESSIONALISM AND BEHAVIOR INTERVENTION POLICY

SJBSM is fully committed to ensuring a learning environment that provides the development of the appropriate professional behavior is our students, faculty and staff. As part of its commitment, the school places a high priority in the student's professional identity formation (PIF) to ensure the professionalism standards required for all health care providers are embedded in the school's graduates. This policy defines the guidelines for professionalism and professional behavior, their assessment, remediation and disciplinary sanctions for non-compliance.

COMPLAINT POLICIES AND PROCEDURES

Mistreatment

San Juan Bautista School of Medicine is committed to fostering an environment that encourages academic, ethical and professional success of faculty and students. The achievement of such success is dependent on an environment free of behaviors which can undermine the mission of the institution. To ensure an atmosphere of mutual respect, collegiality, fairness and trust, SJBSM has established a proper set of guidelines.

SJBSM requires that the institutional body treat others with respect, fairness, equally and impartially regardless of age, gender, race, ethnicity, national origin, religion, disability or sexual orientation. Faculty is responsible for providing current material in an effective format suitable for learning; be on time for didactic investigational and/or clinical encounters; and provide timely feedback with constructive suggestions and opportunities for improvement when needed. Students are responsible for devoting time and energy to their academic duties to achieve course objectives and goals; be on time for didactic investigational and/or clinical activities; and communicate all concerns or suggestions in a respectful and professional manner.

Examples of inappropriate conduct include, but are not limited to unwanted physical contact, loss of personal civility including shouting, humiliation, temper displays such as throwing objects; requests to perform inappropriate personal errands; grading and/ or evaluations based on criteria not related to performance. Discrimination and/or sexual harassment in any manifestation constitute a serious violation and will be handle in accordance with the procedures delineated in the Executive Order 2006-06:

The following avenues are available for reporting any event of mistreatment:

- Informal approach that allows for mediation on a one a one or with a third party
- Formal approach that allows complainant to present a formal complaint to corresponding school official
- Anonymous report that provides a mechanism for complainants to present a situation while maintaining their identity anonymous. To report any violation anonymously refer to: https://www.sanjuanbautista.edu/student-life/deanship-of-student-affairs/sjb-student-hotline

Harassment and Discrimination Policy

SJBSM is committed to providing a work and student environment that is free of harassment and discrimination will not tolerate discriminatory or harassing behavior by any employee, student, or third party in connection with an educational program.

Discrimination based on disability is denying a person the opportunity to participate, provide an unequal opportunity to participate of, and/or limit the enjoyment of any aid, benefit, service, privilege, advantage or opportunity enjoyed by others. Examples include but are not limited to inequitable access to educational programs and facilities, and the refusal to implement or inappropriate implementation of academic adjustments.

Harassment based on disability is the intimidation or abusive behavior towards a student based on their disability that creates a hostile environment by interfering and/or denying a student's participation in, or the receipt of any aid, benefit, service or opportunity enjoyed by others.

Sexual and/or gender harassment are a form of discrimination when the conduct is sufficiently severe or pervasive, has the purpose or effect of unreasonably interfering with an individual's work and/or academic performance, or creates an intimidating hostile or offensive environment. Examples include but are not limited to unwelcome verbal, visual, or physical conduct of a sexual nature; unwelcome sexual advances, requests for sexual favors, and/or sexual violence such as sexual assault, domestic violence, dating violence and stalking. Verbal, nonverbal or physical aggression, intimidation, or hostility based on gender or gender stereotyping even if they do not include conduct of a sexual natures are some forms of gender harassment and discrimination.

We encourage all individuals to inform SJBSM about behavior that may be inappropriate or constitute harassment and/or discrimination early, and before it becomes so serious that it interferes with your work or academic environment. Please refer to the corresponding coordinators: for discrimination and/or harassment based on disability refer to Disabilities Services and Accommodation (ADA) Coordinator; for sexual and/or gender harassment refer to the Title IX Coordinator.

Disabilities Services and Accommodation
Yaidy L. Cruz, M.Ed.
Student Performance Director
Tel. (787) 743- 3038 Ext. 233 ó 3212
Email: ylcruzcordero@sanjuanbautista.edu

Title IX Coordinator
Yolanda Miranda, PsyD
Dean for Student Affairs
Tel. (787) 743- 3038 Ext.256 ó 255
Email: ymiranda@sanjuanbautista.edu

Due Process

While monitoring students' progress during their enrollment at San Juan Bautista School of Medicine, the institution may determine to impose an adverse action that may result in an alteration of student's status and/or graduation from the institution. The Due Process Policy has been established in order to provide students with a fair and formal process to appeal the decision in such circumstances. In such event, that an adverse action as defined in the policy is imposed on a student, the process to appeal would be as follows:

- student will receive in writing the official notification from the Evaluation and Promotion Committee indicating student of the adverse action
- students may appeal the decision in writing within ten (10) calendar days of having been notified
- an Ad-Hoc committee will be appointed by the President to evaluate the appeal and submit its recommendations to the President who will inform the student
- if not satisfied with the decision, students may appeal the decision for a second time, in writing within ten (10) calendar days of having been notified. The President will emit a final decision, which is not appealable.

APPENDIX A

GENERAL STUDENT REGULATIONS

CHAPTER I
DECLARATION OF OBJECTIVES AND PURPOSE

Article I. Legal Base

The Board of Trustees approves the General Student Regulations in accordance with the power that confers the Corporate Bylaws that give life to San Juan Bautista School of Medicine.

Article II. Statement of Purpose

This regulation was adopted in order to meet the objectives of the San Juan Bautista School of Medicine as expressed in their Corporate Bylaws; provide excellent medical education to qualified students; recognize the rights of students in line with these objectives; establish necessary and essential norms that foster better relationships among students; among them and the faculty, the school administration, their patients and the hospitals where they receive clinical training; and ensure living conditions that allow full training and development of student awareness in service of the Puerto Rican community.

In its consideration and study, the entire university community was involved, students, faculty, and school administration, and was finally approved by the Board of Trustees.

CHAPTER II
STUDENTS RIGHTS, DUTIES AND RESPONSIBILITIES

Students are the main and most important component in the community of San Juan Bautista School of Medicine; therefore, they will enjoy their right to effectively participate in the workings of the school and will have all the duties of moral and educational responsibility that by their nature they are bound to.

Article I. Student Rights

A. The fundamental right of the students of our medical school is to acquire an education and knowledge without limiting this activity to the classroom, but extending it to relationships and experiences with peers, teachers, school officers and staff, patients, hospital officers and staff, and the community at large. In exercising this right, students will do so without hindering the other members of the school community.

B. Each student is entitled to receive at the start of a course or clinic rotation, a written draft or agenda that will govern, in general terms, the development and teaching of the course or clinical rotation, including a clear statement of the objectives. The student may make comments, questions and constructive criticism within the university spirit and the due academic rigor. The syllabus or agenda is a guide, and in no way will it limit the flexibility needed in the courses and/or clerkship.

C. Students have the right to know the evaluation system and criteria that will be used in each course to determine their progress.

D. The educational process is not limited to the classroom. Therefore, students are entitled to meet with the professor during office hours for guidance and clarification of academic aspects of their learning process; receive information and discuss tests taken or additional work; discuss qualifications obtained from these and obtain course evaluation as an essential part of the learning process and other aspects of student – teacher relationship.

E. As part of the educational process, students will be able to differ in a respectful and reasonable manner from criteria, data and opinions presented by faculty. The right to disagree with faculty does not relieve the student from the responsibility to comply with course requirements. Students may choose to communicate differences and/or concerns personally, through elected Course Representative, and/or through the Student Council.

F. Students will not be discriminated in admission or access to, or treatment in any program or activity based on age, creed, gender identity, national or ethnic origin, race, sex, sexual orientation, religion, disability or color. For inquiries concerning accommodations, the application of regulations prohibiting discrimination and other related procedures contact:

Disabilities Services and Accommodation
Yaidy L. Cruz Cordero, M.Ed.
Student Programs Coordinator
787-743-3038 ext. 233; 3212
ylcruzcordero@sanjuanbautista.edu

General School Policies and Regulations and Title IX Coordinator
Yolanda Miranda, Psy.D.
Dean Student Affairs
787-743-3038 ext. 256; 255
ymiranda@sanjuanbautista.edu

For further information regarding the nondiscrimination policy or the student's rights under this policy, please contact the U.S. Department of Education's Office of Civil Rights (OCR) by visiting:
https://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm
or by phone at 1-800- 421-3481.

G. The academic and disciplinary records of the students will be kept in a safe place exclusively destined for them. The information contained in the academic and disciplinary files will be confidential and will not be disclosed without the written consent of the student, unless a court order from a competent jurisdiction mediates. The students will be able to obtain a copy of their academic records by means of the payment of the rights settled by the School. Disciplinary records may be examined by students.

H. Students have the right of representation in academic bodies in accordance with the schools' laws and regulations and are entitled to active participation in the presentation of opinions, recommendations and solutions to problems pertaining to SJBSM.

I. The student body at SJBSM has the right to undertake, in collaboration with the Deanship of Student Affairs, diverse activities including cultural, social, scientific, and of other nature, to complement their medical education.

J. Students have the right to select representatives to the different organizations and/or committees involving student participation.

K. During their years of medical study, students have the right of free association in student organizations or other extracurricular activities within a framework of respect and tolerance as required by the schools' regulations.

L. Research is an essential part of our curriculum. Therefore, students will enjoy copyright on these and other similar academic requirements in which they receive academic credit, unless otherwise agreed and in accordance with institutional policies on copyright.

M. Students have the right to be excused from academic or evaluative activities, assuming full responsibility for the material, quizzes, exams and assignments presented, when the absence is due to valid situations such as illness, hospitalization, death of a family member, court citation, natural phenomena, and/or justified travel.

Article II. Student Duties and Responsibilities

A. Students will rigorously observe the principles of ethics and confidentiality of the profession for which they are being prepared in their curricular and in the practice that they perform.

B. Punctual attendance to all mandatory didactic activities is required for all students, in all programs.

C. When initiating clinical experiences in hospitals, students are responsible for knowing the different regulations of these institutions that apply or must be enforced by them. Attendance at Pre clerkships orientation week as well to mandatory orientations of required clerkships is mandatory. Students who miss these orientations will not be allowed to begin their clerkships.

D. In their clinical experiences, students must offer a respectful treatment and consideration to patients, as well as to the relatives of these. Before practicing a physical examination or an invasive procedure, the student must identify themselves, obtain the patients' consent, and do so only under the directions of a faculty member.

E. As stated by HIPAA regulations, patient's records are confidential, and they cannot be removed from the clinical departments or medical record department under any circumstances. Students are not authorized to inform any person, family or stranger, on the status or condition of the patient, or to the content of the record.

F. Students must always observe the correct behavior and attitudes, which in no way violates the institutional order required for all activities that take place in school, hospitals and other training centers. A student who violates the dignity of a fellow student or patient, causes physical or moral harm, or somehow harms the health of a patient or incurs in disrespectful, unruly, bullying or sexually, inappropriate behavior towards peer, patients, attending, or any other person, shall be subject to disciplinary measures, which may include the indictment of charges and expulsion from school.

G. It constitutes a fundamental and inescapable duty of each and every one of the students to comply with their financial obligations towards the School. The violation of this duty constitutes a ground for the summary suspension of the student.

H. To accomplish the academic objectives, rights and fulfillment of the duties and responsibilities required for students, students will use all the resources that the School makes available through the regulations adopted for these purposes, including the following:

    1. Library and audiovisual resources
    2. Classrooms
    3. Auditorium
    4. Laboratories
    5. Lecture halls and other

I. It is required for all students to carry an Identification card that will identify them as such, and which will allow them access to the school and to the different clinical areas. This card will be provided in the first days of the beginning of each academic year.

J. It will be mandatory for all students to comply with the dress code in each unit such as the use of scrub and/or white coat with the school logo in corresponding settings and throughout clinical training.

K. All students are required to become acquainted with, discuss with faculty or Coordinators, and meet requirements of class Syllabus and Academic Calendar.

CHAPTER III
REPRESENTATIVE STRUCTURE FOR STUDENT PARTICIPATION

Article I. General Student Council

A. The General Student Council is the student structure that enables, encourages and channels effective student participation in school processes.

B. It constitutes the main official student forum for analysis, discussion, serene and rigorous study of students' needs and aspirations, and for the expression of their feelings regarding the problems of the SJBSM community. Its essential mission is to contribute to the full implementation of the educational function of the school, including a freely and responsibly claim that such a high purpose is made, and ensure the full enjoyment of the rights and responsibilities of all students.

C. To achieve its purpose, the General Student Council will:

1. Promote real and effective avenues for student participation in all decisions made
   at SJBSM that affects the student body. To do so, each class representative will serve as a liaison between the student body and the General Student Council Board facilitating communication of all concerns and/or decisions
2. Work towards the achievement of greater and more effective avenues for student participation in the institution
3. Promote conferences, discussions and forums among students aimed to broaden their knowledge and understanding of institutional procedures, accreditation processes and/or concerns that may arise among students in any of the academic programs
4. Promote student participation within existing committees that address diverse institutional matters involving students, curriculum, clinical sites, faculty and/or administration
5. Promote adequate and effective communication between faculty and students
6. Report and assist in the mediation of conflicts involving two or more students

Article II. Composition of the General Student Council

A. All students enrolled at SJBSM in any of its academic programs will have the right to have a voice through elected representatives that will constitute the General Student Council.

B. The General Student Council will be composed of active enrolled students elected by their peers in free elections without discrimination in the selection of its members or their activities on the basis of age, creed, gender identity, national or ethnic origin, race, sex, sexual orientation, political affiliation, religion, disability and/or color. There will be two (2) representatives from each academic level of the MD program, two (2) representatives from the MPH program, and representatives from the BSN program thus forming the total members of the General Student Council. In order to qualify for a nomination as class representative, students must be in full compliance with the Satisfactory Academic Progress Policy and submit two letters of recommendation from faculty members.

Article III. Time and Election Process

A. The General Student Council shall be constituted during the period from August 1st to September 15th of each academic year and shall serve for a term of one academic year, or until its successor is duly replaced.

B. The Deanship of Student Affairs will convene the respective student assemblies to elect the representatives for the General Student Council. The convening of these meetings will be circulated to the relevant bodies ten (10) days before the date of the meeting, stating the date, time and place to be held. The quorum will be constituted of half plus one of all the students enrolled.

Article IV. Nominations

A. The nomination period will run from the second week of August to August 31st of each academic year.

B. Nominations shall be made in writing using a form that may be obtained through the Deanship of Student Affairs.

C. In order to qualify for a nomination and hold office in the General Students Council, all students must be in full compliance with the Satisfactory Academic Progress Policy and submit two letters of recommendation from faculty members.

D. Nominations will be accepted for integrating the overall changes to the General Student Council if they are endorsed by a minimum of ten (10) student signatures.

E. Nominations will be submitted to the corresponding student body for due process.

Article V. Elections

A. Representatives of each class will be elected by the students of their respective academic groups.

B. The assembly for the election of student representatives will be chaired by a student, who in turn will nominate another student to write the minutes of the meeting.

C. Votes will be emitted using a ballet in which each voter will write the name of the chosen nominees.

D. A scrutiny committee will be composed of a student of the corresponding class or program in which the voting is taking place who is appointed by the class; a faculty or staff member appointed by the Dean of Students Affairs; and if requested, a representative for each nominee

E. Nominees who obtain the highest number of counted votes will be certified as the class representatives for the GSC.

F. Should there be only one nomination for any of the foregoing positions, and with the support of the student class, the nominee for the respective position will have been unanimously elected to that position.

G. Parliamentary norms will be followed according to Bylaw 2.15

Article VI. General Student Council Board of Directors

A. Students chosen to represent the student body in the General Student Council will meet to nominate and elect members of this body to the charges that constitute the Board of Directors of the General Student Council.

B. The General Student Council Board of Directors will be composed of the following officers:

1. President elected by the GSC members
2. One (1) Vice President of Biomedical Sciences elected by GSC members
3. One (1) Vice President of Clinical Sciences elected by GSC members
4. One (1) Vice President of MPH Program elected by GSC members
5. One (1) Vice President of the BSN Program elected by GSC members
6. Secretary elected by GSC members
7. Treasurer elected by GSC members
8. Remaining members will be considered Vocals

C. Nominations shall be through direct nomination of a member of the General Student Council, provided that the student nominated agrees with the nomination.

D. When more than one candidate is nominated an election will take place by secret ballot and the nominee with the highest number of counted votes will be certified in the position. All posts will be governed by this system except for the post of GSC Store Administrator, who will be appointed by the incoming President.

E. Should there be only one nomination for any of the foregoing positions, and with the support of every member of the General Student Council, the nominee for the respective position will have been unanimously elected to that position.

F. Students may be appointed for the position of President only when they have served in the General Student Council for a one or more years.

G. Students may be appointed for the position of Vice President of Biomedical Sciences only if they are enrolled in anyone of the academic levels of Biomedical Sciences.

H. Students may be appointed for the position of Vice President of Clinical Sciences only if they are enrolled in anyone of the academic levels of Clinical Sciences.

I. Students may be appointed for the position of Vice President of the MPH Program only if they are enrolled in anyone of the academic levels of the MPH program.

J. Students may be appointed for the position of Vice President of the BSN Program only if they are enrolled in anyone of the academic levels of the BSN program.

Article VII. Functions of General Student Council members

A. President

1. Will oversee the compliance of institutional regulations
2. Will convene and preside meetings of the General Student Council and the student assembly.
3. Will prepare a working plan with activities to be submitted for approval to the Dean of Students Affairs at the beginning of each academic semester.
4. Will present to the President, the Dean of Students Affairs and to the student body an annual report of the activities performed by the General Student Council.
5. Will represent the General Student Council in all institutional activities and/or committees in which representation of this body is required.
6. Will be an honorary member with voice and vote, in all student commissions that are designated

B. Vice President - Clinical Sciences

1. Will collaborate with the President in the fulfillment of his/her functions.
2. Will assume functions of the President in his/her absence.

3. Will serve as liaison between the General Student Council and students of Clinical Sciences
4. Will serve as liaison between students of Clinical Sciences and students of Biomedical Sciences

C. Vice President - Biomedical Sciences

1. Will collaborate with the President in the fulfillment of his/her functions.
2. Will assume the functions of the President when the Vice President of Clinical Sciences cannot fulfill this function.
3. Will serve as liaison between the General Student Council and students of Biomedical Sciences
4. Will serve as liaison between students of Biomedical Sciences and students of Clinical Sciences
5. Will serve as liaison between students and faculty

D. Vice President MPH Program

1. Will collaborate with the President in the fulfillment of his/her functions.
2. Will serve as liaison between the General Student Council and students of the MPH program
3. Will serve as liaison between students of the MPH program and students of the other academic programs
4. Will serve as liaison between students and faculty

E. Vice President BSN Program

1. Will collaborate with the President in the fulfillment of his/her functions.
2. Will serve as liaison between the General Student Council and students of the BSN program
3. Will serve as liaison between students of the BSN program and students of the other academic programs
4. Will serve as liaison between students and faculty

F. Secretary

1. Will summon to meetings all members of the General Student Council and any person who the General Student Council wishes to summon before it
2. Will be responsible for communicating the agreements of the General Student Council
3. Will maintain attendance record of the members of the General Student Council at meetings
4. Will draft the minutes of all meetings and distribute them among all members

5. Will keep all documents of the General Student Council on file in the office assigned to General Student Council provided by the school.

G. Treasurer

1. Will be responsible, with the signature of the President, for the funds of the General Student Council deposited in a bank account.
2. Will submit to the President of the General Student Council an estimated cost of the working plan and activities, in accordance with the dispositions of this Manual
3. Will maintain a relation of expenses that allows him/her to put under the President and the General Student Council periodic reports on the execution of the working plan and activities

H. Vocals

1. Will participate in all the GSC meetings and activities Council in representation of their corresponding program
2. Will serve as liaison between the General Student Council and students of the programs they represent

Article VIII. Member Participation

All the members of the General Student Council shall be entitled to participate in meetings, with the same right to vote.

Article IX. Term of Office

The members of the General Student Council will be elected for a term of one academic year. They may be reelected for a second consecutive term.

Article X. Duties and Responsibilities

A. Respect and comply with the Regulations of the General Student Council.

B. Attend all meetings convened by the President and/or other board member. If unable to attend the meeting, the GSC member must present a valid excuse. MSIV students will be excused from meetings while they are rotating outside of the island.

C. Officially represent the student body of San Juan Bautista School of Medicine.

D. Expose to the corresponding authorities their views and recommendations on the issues affecting students and the smooth running of the school, contributing to the solution of the same.

E. Provide a forum for the students for a calm and clarifying discussion of problems that affect them.

F. Collaborate in the growth and institutional improvement in coordination with the other units that compose the San Juan Bautista School of Medicine.

G. Collaborate with the Dean of Students Affairs Office in the coordination and implementation of sport, cultural, social, scientific activities or of another nature that complement the medical education.

H. Strive to create an environment that stimulates a mayor intellectual development of the student.

I. Select representatives for the different committees and organisms in which these participate.

J. Collaborate in the establishment of effective communication channels between all members of the SJBSM community.

K. Communicate through the Dean of Students Affairs Office any administrative and/or orientation problem, offering student recommendations for their solution.

L. Submit to the attention of the Associate Dean of Biomedical or Clinical Sciences, as corresponds, any academic problem. If not satisfied with the action taken, the Council shall inform them to the Academic Dean and the Dean of Student Affairs. The administrative problems must be informed to the Dean of Administration and Human Resources through the Dean of Student Affairs.

M. Promote and encourage, among students and faculty members, the development of activities, such as forums, discussions, conferences, seminaries, hypertension clinics and other, directed to promote the San Juan Bautista School of Medicine.

N. Act as mentors to colleagues and freshman students on diverse aspects of institutional life.

O. Collaborate in the preservation and maintenance of all school equipment, classrooms and other facilities that the School makes available.

P. Collaborate to promote and maintain institutional order.

Article XI. General Student Council Regulations

The General Student Council shall adopt its own rules of procedures in harmony with the provisions of this Manual. These shall be submitted to public hearings among all students, after which will return to the General Student Council for consideration in line with the results of those views. The General Student Council Regulations shall be approved by the votes of two thirds (2/3) of the members of the Council. The Dean of Student Affairs shall ensure that the Regulations and their amendments are in line with the provisions of the General Student Regulations Manual.

Article XII. General Student Council Assemblies

The General Student Council will celebrate no less than two (2) meetings each semester on the date, time and place called by the President. The President shall call special meetings that he/she considers necessary, upon the request of one third (1/3) of its members, or upon the request of school officials.

Article XIII. Removal of Members

After due process, and an arraignment hearing before a committee composed of three (3) members of the General Student Council appointed by the President, any member may be removed from office for the time remaining to the expiration of his term, due to one of the following reasons:

A. Violation to any of the rules set in the General Student Council Regulations.

B. Unjustified absences to two (2) regular meetings of the General Student Council cited in accordance with Council's Regulations.

C. When demonstrated before the General Student Council that his/her behavior impedes the proper functioning of this body. The application of this subsection shall be determined by the General Student Council.

D. When illegal representation or statements in name of the General Student Council have been made without authorization from this organism.

E. Failure to comply with the school's Satisfactory Progress Policy, Institutional Policies and Executive Orders.

F. In the event that the President of the General Student Council incurs in any of the above or any other actions that constitute violations to the School's regulations or policies, or represent a lack of professional conduct, he/she may be removed from office, for the time remaining to the expiration of his/her term.

Article XIX. Vacancies

A. In order to cover any arising vacancy, the President may select a student that will fulfill the vacancy from among the members of the General Student Council. The new incumbent shall hold office for the unexpired term of the previous incumbent.

B. In case of a vacancy in the office of President, the Vice President of Clinical Sciences will be the successor.

Article XV. Acknowledgments

Once the General Student Council has been constituted as provided in the preceding articles, and so certified to the President of the School, an official recognition shall be issued. Any event sponsored by the General Student Council in or out of school, hospitals or training centers, which violates the dignity of a person or causes physical or

moral harm, or somehow is prejudice to someone's health, or affects the good name of San Juan Bautista School of Medicine, will be sufficient cause to withdraw recognition and to formulate charges to the members concerned, after due process. Refer to Article XIII and Article XIX.

CHAPTER IV
STUDENT PUBLICATIONS

Article I.
Students of San Juan Bautista School of Medicine will be able to edict publications, display ads, announcements, posters and billboard in bulletin boards that are provided for this purpose with the authorization of the Dean of Students Affairs.

CHAPTER V
STUDENT ASSOCIATIONS

San Juan Bautista School of Medicine (SJBSM) encourages and promotes the development of student organizations. If a student and/or a group of students are interested in creating an organization or association in line with institutional goals, whether religious, athletic, or academic, they may submit a proposal to the Dean of Student Affairs who will certify it as Bonafide. In compliance with Puerto Rico Law 179 of July 30, 1999, as amended, the Dean of Student Affairs will maintain a registry of all fraternities, sororities / or associations of any kind that gathers, accepts students from SJBSM or carries out activities in the same. The registry will include the name of the same; its purposes and / or objectives; the composition of its Board of Directors with the name of its members and their respective positions; a brief description of the initiation process or form of entry to it; and the names of its affiliates.

Once the student organization has been approved, students will meet to elect the board and establish an action plan. Copy of the elections, acting members and working plan must be submitted to the Deanship of Student Affairs for approval. All activities will be coordinated through the Deanship of Student Affairs as proceeds:

A. Students must submit all activities at least one month prior the scheduled date.

B. After meeting with corresponding school officials, the Deanship of Student Affairs will notify the student if the activity was granted approval.

C. Students will submit a summary of activity to the Deanship of Student Affairs

CHAPTER VI
RECOGNITIONS

Article I. Definitions

In aims of maintaining the educational philosophy of the institution, and in accordance with the Corporate Constitution, behaviors deemed enforceable, and creditors of academic recognition are defined below.

A. Any student whose cumulative academic excellence during the four years of study is of, or exceeds, the 3.90 will receive the recognition of Suma Cum Laude.

B. Any student whose cumulative academic excellence during the four years of studies fluctuates between 3.70 - 3.89 will receive the recognition of Magna Cum Laude.

C. Any student whose cumulative academic excellence during the four years of studies fluctuates between 3.50 - 3.69 will receive the recognition of Cum Laude.

D. Students who achieve the most outstanding performance in each program (Biomedical Sciences, Clinical Sciences, BSN program and MPH program) will also be awarded for their academic performance.

CHAPTER VII
PROCEDURE FOR FILING COMPLAINTS

If a student considers that their rights have been violated, an unfair action has been committed against them or has any claim, they may channel their complaints through the Deanship of Student Affairs. All complaints will be processed in accordance to institutional regulations, policies and guidelines available. In cases where there are no institutional regulations specified, the provisions of applicable state and federal law will govern.

Behaviors that constitute harassment and/or discrimination should be reported immediately to the corresponding coordinators. For discrimination and/or harassment based on disability refer to Disabilities Services and Accommodation (ADA) Coordinator:
Yaidy L. Cruz Cordero, M.Ed at Tel. (787) 743- 3038 Ext. 233 ó 3212 Email:
ylcruzcordero@sanjuanbautista.edu

For sexual and/or gender harassment refer to the Title IX Coordinator:
Dr. Yolanda Miranda at Tel. (787) 743- 3038 Ext.256 ó 255 Email:
ymiranda@sanjuanbautista.edu

CHAPTER VIII
DISCIPLINARY SANCTIONS

Article I.

In accordance to the conduct required of a member of the medical profession by the Puerto Rican community, the ethical standards established by the Puerto Rican Medical Association, the College of Physicians and Surgeons, and the San Juan Bautista School of Medicine, improper conduct of students with corresponding disciplinary sanctions and penalties to be imposed have been established. None of the disciplinary sanctions and penalties established shall be understood as a limitation to the authority of the President of the San Juan Bautista School of Medicine, who may adopt and apply other disciplinary sanctions and penalties considered necessary in accordance to the improper conduct. If the improper conduct is emitted in a clinical setting and/or hospital, the disciplinary sanctions and penalties will be adopted in accordance with the regulations of the institution where committed and/or with school policies.

Article II.

Violations are considered either minor or major offenses based on the nature and severity of the incidents.

A. *Minor Offenses* involve violation of a school policy. Some examples of minor offenses may include but are not limited to violation to class conduct; minor alcohol policy violations; violation of dress code standards; excessive noise or quiet hour violations; minor damage to property; violation of fire safety rules and procedures; or smoking on campus.

B. *Major Offenses* involve violation of an institutional standard or policy which may justify the imposition of a sanction such as probation, suspension, or expulsion. Some examples of major complaints may include but are not limited to: violation of the institutional standards; behavior potentially harmful to other people (including assault, harassment, use of fireworks, violation of fire safety rules, etc.); disrespectful conduct that leads to the embarrassment or indignities to other persons; lack of honesty such as cheating and/or plagiarism; vandalism to property; unauthorized possession of firearms; illegal appropriation; multiple or repeated violation of institutional policies; major alcohol violations; and possession or sale of illegal substances.

Article III.

Students found in violation of any of the items listed below may be subject to disciplinary action. (The list below should not be seen as all-inclusive).

A. The commission of any act constituting a public offense and/or misdemeanor by the laws of the Commonwealth of Puerto Rico or any place, state or country.

B. Violations of the General Student Regulations, institutional policies, and/or any rule adopted by the Board of Trustees or the administration of San Juan Bautista School of Medicine, which has been duly circulated among the students.

C. Violation of the regulations of hospitals and other training institutions

D. Conduct that verifies lack of honesty in relation to academic work, such as plagiarism, cheating or fraudulent acquisition of examinations or any action themselves to that end

E. Assuming without previous authorization, the representation of San Juan Bautista School of Medicine, the General Student Council or any other student organization properly recognized

F. Publication or diffusion, inside or outside the School premises, at hospitals or training centers, of defamatory, libelous, obscene or devoid of veracity material and/or confidential patient information protected by HIPAA.

G. Knowingly presenting a worthless check, forging a payment, or failure to make satisfactory arrangement for the settling of accounts with the school

H. Alteration or falsification of the qualifications, records, exams and other documents

I. Alteration to peace or participation in acts that urge to violence or obstruction of official school activities

J. Malicious damage to school, hospitals, training centers or the property of fellow students

K. The subtraction and/or illegal occupation of property belonging to the School, hospitals or training centers, or of follow students

L. Removal or subtraction of a patient's medical record from clinical and/or hospital record departments.

M. The possession, use and/or distribution of alcohol or controlled substances within the premises of the School, their dependencies, hospitals, training centers or any other place where an institutional activity is being developed

N. Disrespectful treatment to faculty, officials or non-educational personnel including but not limited to:

    1. Persistent actions or communications which create a hostile environment
    2. Threatening, attempting, or committing physical harm
    3. Abusive, intimidating, and/or threatening language

4. Discriminatory actions based on sex, race, color, ethnicity, sexual orientation, age, marital status, political or religious affiliation, and/or disability

O. Disrespectful treatment to fellow students including but not limited to:

1. Persistent actions or communications which create a hostile environment
2. Threatening, attempting, or committing physical harm
3. Abusive, intimidating, and/or threatening language
4. Discriminatory actions based on sex, race, color, ethnicity, sexual orientation, age, marital status, political or religious affiliation, and/or disability

P. Disrespectful treatment or examinations to patient without supervision

Q. In the case of sexual harassment, the dispositions of the Executive Order promulgated to this effect and/or any other institutional policy that shelter victims of this behavior will be applied

R. Interruption, interference and/or disruption of regular schoolwork, or holding unauthorized events

S. Failure to observe attendance regulations such as being late, being absent without a reasonable excuse; leaving didactical activities without authorization

T. Failure to respond and/or comply with a citation by any school authority

U. Improper use of electronic devices such as cell phones, laptops, recording and/or filming devices, during didactical activities

V. Attending classes and/or hospitals without the required professional attire and/or required ID card

Article IV.

The following disciplinary sanctions and penalties may be imposed to students who have committed any conduct considered a violation to school policies:

A. *Warning*: A written admonition to the student that he/she is violating the ethical standards of SJBSM in accordance with the institution's policies and regulations; and that continuation or repetition of the conduct may be cause for further disciplinary action.

B. *Reprimand:* A written notice of a violation of the ethical standards of SJBSM in accordance with the institution's policies and regulations. A reprimand may include the possibility of more severe disciplinary sanctions in the event of future infractions.

C. *Disciplinary Probation*: Formal written notice of violation of the Student Code of Conduct which includes exclusion from participation in specified activities or locations for a period not to exceed one (1) calendar year. Further violation of the Student Code of Conduct will result in more severe sanctions.

D. *Restitution*: Formal action to require the reimbursement for damage to or misappropriation of property. This may take the form of appropriate service or other compensation.

E. *Removal from Classes/Facilities*: Exclusion of a student by a faculty member from a class and/or facility for the day of the offense and/or the next class meeting or day. A faculty member removing a student from class shall make a written report to the Dean of Student Affairs and/or corresponding Dean, to discuss the cause for the removal. Before a student is removed from the classroom the faculty member should:

    1. Give or make reasonable efforts to give the student an oral or written notice of the reasons for the proposed removal
    2. Immediately following the removal from class, the faculty member shall document the removal and notify the Dean of Student Affairs, the corresponding Dean, and/or the Year Coordinator.

F. *Suspension*: Action to exclude the student from all institutional programs and activities for a definite period of time. This action shall be posted in the student's record. Suspension for more than ten days may have an impact on a student's financial aid eligibility or financial aid award.

G. *Expulsion*: Termination of student status indefinitely. A student may be expelled when other means of correction fail to bring about proper conduct or when the presence of the student causes a continuing danger to the physical safety of the students or others.

Article V.

All complaints regarding improper conduct will be referred to the Dean of Student Affairs who will conduct a preliminary investigation to determine the nature and severity of the incident. If deemed necessary, the Dean of Student Affairs may recommend a formal investigation. In such cases, an Investigator will be assigned by the President.

Article VI.

SJBSM may impose an adverse action on students found to have engaged in improper conduct that may result in an alteration of student's status and/or graduation from the institution. Students may appeal said sanctions in accordance to the procedures defined in the Executive Order 2016-01 Due process Policy.

Article VI.
The student's disciplinary record shall be maintained during all of his/her years of study at the School. The acts and offenses constituting infringement of regulations and policies established will accumulate for the same term.

CHAPTER IX
AMENDMENTS

Article I.
Any member of the educational or administrative personnel of San Juan Bautista School of Medicine or the General Student Council can propose amendments to this Regulation, which must be submitted in writing to the President.

Article II.
Members of the student body may propose amendments to this regulation, submitting them in writing to the General Student Council, who will consider them, and if approved or modified, will submit them the President's consideration.

Article III.
Any proposed amendment to this Regulation shall be submitted by the President to the Board of Trustees for its consideration and approval.

CHAPTER X
GENERAL DISPOSITIONS AND USE

Article I.
None of the rules established in this Handbook shall be understood as a limitation to the authority of the President of San Juan Bautista School of Medicine to adopt measures considered necessary to ensure order, discipline and security in the School.

Article II.
The President may, when considered pertinent and to protect the order and the normality of institutional tasks, summarily suspend any student until the Committee studies the case and issues a decision, which must be emitted within five (5) working days after concluding the investigation.

Article III.
If any chapter, section, subsection or disposition of this Regulation is declared invalid, illegal or unconstitutional by a competent Court of Justice, this will not invalidate or affect the remaining dispositions.

Article IV.
This Regulation comes into effect after its approval by the Board of Trustees.

APPENDIX B

NBME / USMLE REGULATIONS FOR TEST EXAMINATION

- Before you enter, review the Rules of Conduct. Make sure you understand what behaviors violate the rules. This includes understanding what items you may and may not access during the exam.
- Do not bring any personal/unauthorized items into the secure testing area. Such items include but are not limited to, outerwear, hats, food, drinks, purses, briefcases, notebooks, notes, pagers, watches, cell phones, recording devices, and photographic equipment.
- You are not permitted to access any unauthorized items during the exam administration.
- Items like food, drinks, or medical supplies (such as syringes or a glucometer require approval.
- Report to the test center at least 30 minutes prior to your scheduled testing appointment.
- Walk-in examinees who arrive more than 15 minutes late after the exam starts will not be permitted to enter or take the test.
- Comply with security checks when entering the test center and throughout the test day.
- Do not make notes on your note board prior to entering your CIN or start up code. Once your exam begins, you are permitted to make calculations or notes ONLY on the erasable note board provided.
- Do not leave the testing site at any time during your administration unless you inform and obtain permission from the testing proctor or are instructed to so do by test administration staff.
- The confidentiality of examination content must be maintained at all times. You are prohibited from communicating, publishing, reproducing, or transmitting any part of your exam, in any form, or by any means, verbal or written, for any purpose.
- Report any issue or suspicious behavior you encounter on test day.
- Consider rescheduling your examination if you do not feel well or otherwise feel unprepared to test. (Remember SJBSM requires you submit medical certificate for an excuse)
- Failure to follow test day rules and procedures may result in the withholding or cancellation of your scores, and/or a bar from future exams administered by NBME.

For further information, refer to:

- https://www.nbme.org/support_page/exam-rules-and-conduct/
- https://www.usmle.org/what-to-know/exam-day-information

APPENDIX C

STUDENT HANDBOOK ATTESTATION

INTRODUCTION

This Handbook outlines the school-wide and program specific policies and regulations for students enrolled in any of the school's academic programs. Students should completely familiarize themselves with the Handbook before beginning classwork. Should the student be in doubt about the intent or content of any of the material in the Handbook, it is the students' responsibility to address the issue with the Dean of Student Affairs.

ATTESTATION

- I understand that my education is my responsibility, and my endeavor is to be the best student I can.
- I have received the Student Handbook and fully agree, without reservation, to abide by the policies, rules and regulations contained therein.
- I acknowledge my responsibility to uphold the values of professionalism, integrity, respect, accountability, and confidentiality while pursuing my medical education.

_____ _____

Student Name (Print) Student Signature

_____

Date

Note: Form is to be completed and submitted to the Deanship of Student Affairs to the attention of Maggie Gonzalez at mgonzalez@sanjuanbautista.edu